



**"The City With a Heart"**

Rico E. Medina, Mayor  
Linda Mason, Vice Mayor  
Tom Hamilton, Councilmember  
Marty Medina, Councilmember  
Michael Salazar, Councilmember

**AGENDA**  
**SAN BRUNO CITY COUNCIL REGULAR MEETING**  
**November 8, 2022**  
**7:00 PM**

Consistent with Government Code Section 54953(e), this meeting will be held both in person and virtually. City Councilmembers and members of the public may attend in person at the San Bruno Senior Center, or by teleconference, via Zoom or telephone. The meeting will be livestreamed at [youtube.com/CityofSanBruno](https://www.youtube.com/CityofSanBruno) and available on CityNet Services local Channel 1 SD | local Channel 10 HD.

<b>IN PERSON*</b> <b>MEETING LOCATION</b> San Bruno Senior Center 1555 Crystal Springs Road San Bruno, CA 94066  <i>*Please turn off all electronic devices before the start of the meeting to prevent disruptions*</i>	<b>REMOTE VIA ZOOM or TELEPHONE</b> <b>Zoom Link:</b> <a href="https://sanbruno-ca-gov.zoom.us/j/85042371038?pwd=bTVCdW9POG9OVWV0Q3lyN29XTXozdz09">https://sanbruno-ca-gov.zoom.us/j/85042371038?pwd=bTVCdW9POG9OVWV0Q3lyN29XTXozdz09</a> <b>Phone Line:</b> 1-646-558-8656 <b>Webinar ID:</b> 850 4237 1038 <b>Webinar Password:</b> 225877
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**PUBLIC COMMENT:** In person attendees who want to provide public comment, will be asked to fill out a speaker card and turn it into the City Clerk. Virtual attendees can comment by using the "Raise Hand" feature in Zoom to request to speak. For dial-in comments press \*9 to "Raise Hand" and \*6 to unmute. Public comment may also be emailed to [CityClerk@sanbruno.ca.gov](mailto:CityClerk@sanbruno.ca.gov). Comments received via email will not be read aloud during the meeting.

**ACCESSIBILITY:** In compliance with the Americans with Disabilities Act, individuals requiring special accommodations or modifications to participate in this meeting should contact the City Clerk's Office 48 hours prior to the meeting at (650) 616-7061 or [CityClerk@sanbruno.ca.gov](mailto:CityClerk@sanbruno.ca.gov).

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

*Individuals allowed three minutes. It is the Council's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Council from discussing or*

*acting upon any matter not agendized pursuant to State Law.*

**5. ANNOUNCEMENTS/PRESENTATIONS**

*Public comment will be requested after each topic in this section*

- a. The San Bruno City Council will hold a special meeting on November 15, 2022 at 6:00 p.m. to provide a public hearing on the proposal to increase solid waste rates. This meeting will be held at the San Bruno Senior Center, 1555 Crystal Springs Road, San Bruno.
- b. Proclamation Declaring November 26, 2022 as Small Business Saturday in San Bruno
- c. Adopt Resolution Honoring David Nigel as the 2020 Recipient of the Recognition of Extraordinary Service Award; and Adopt Resolution Honoring Dennis Sammut as the 2021 Recipient of the Recognition of Extraordinary Service Award
- d. There will be a Veterans Day observance at Golden Gate National Cemetery, 1300 Sneath Lane (Veterans Way) on Friday, November 11, 2022 at 11 AM to honor our veterans, with a band concert beginning at 10:30 AM. Presented by the Avenue of Flags Committee.

**6. CONSENT CALENDAR**

*All items are considered routine or implement an earlier Council action and may be enacted by one motion; there will be no separate discussion, unless requested. There will be a single public comment period for all items in this section unless a Councilmember requests to pull an item for a separate vote.*

- a. Approve Accounts Payable for October 24, 2022 and October 31, 2022
- b. Accept Payroll for October 23, 2022
- c. Approve Investment Report Dated September 30, 2022
- d. Receive Written Update on the City's Response Efforts to COVID-19
- e. Adopt Resolution Authorizing the City Manager to Execute an Agreement With TJKM Transportation Consultants for Traffic Engineering Services on an As-Needed Basis in the Amount of \$265,000
- f. Waive Second Reading and Adopt an Ordinance Amending Article III (Zoning) of Title 12 (Land Use) of the Municipal Code by Adding Chapter 12.265 (Bayhill Specific Plan Area Development Impact Fee) and Amending Chapter 12.260 (Development Impact Fee)
- g. Community Flea Market 2023
- h. Adopt Resolution Approving Publicly Available Pay Schedule Effective November 8, 2022, Pursuant to the Public Employees' Retirement Law (PERL), Public Employees' Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations (CCR)
- i. Adopt Resolution Authorizing the City Manager to Execute an Agreement With Wilsey Ham for Design Services in the Amount Not to Exceed \$233,740 for the 2021-22

Street Reconstruction Project (Project Number 60018)

- j. Adopt Resolution Authorizing the City Manager to Execute an Agreement With Bellecci & Associates for Design Services in the Amount Not to Exceed \$529,760 for the 2022-23 Street Rehabilitation Project (Project Number 60032)
- k. Adopt Resolution Approving Cost-of-Living Adjustments (COLAs) for the Unrepresented Assistant City Manager Position of 6% in Calendar Year 2022 and 3% in Calendar Year 2023

7. **CONDUCT OF BUSINESS**

*Public comment will be requested after each topic in this section*

- a. Receive First Quarter Financial Update Report for FY2022-23 as of September 30, 2022 and Adopt a Resolution Approving the Carryover of FY2022-23 Purchase Order Encumbrances and FY2022-23 Budget Amendments
- b. Adopt a Resolution Authorizing the Creation of a Parking Fund, Authorizing the Transfer of \$331,000 From the Downtown Parking Program Capital Improvement Project Into the Parking Fund, and Authorizing the City Manager to Execute a 5-Year Contract With LAZ Parking in an Amount Not to Exceed \$3,000,000 for Services Related to Parking Enforcement Following the Conclusion of the Meet and Confer Process per the Memorandum of Understanding Entered Into Between Police and the City

8. **COMMENTS FROM COUNCIL MEMBERS**

*Public comment will be requested after each topic in this section*

9. **ADJOURNMENT** – The next Regular City Council Meeting will be held on December 13, 2022 at 7:00 p.m.



# *Proclamation*

## *Declaring November 26, 2022 as Small Business Saturday in San Bruno*

- WHEREAS,** the City of San Bruno, celebrates our local small businesses and the contributions they make to our local economy and community; and
- WHEREAS,** according to the United States Small Business Administration, there are 32.5 million small businesses in the United States, small businesses represent 99.7% of firms with paid employees, small businesses are responsible for 62% of net new jobs created since 1995, and small businesses employ 46.8% of the employees in the private sector in the United States, and
- WHEREAS,** 79% of consumers understand the importance of supporting the small businesses in their community on Small Business Saturday®, 70% report the day makes them want to encourage others to Shop Small®, independently-owned retailers, and 66% report that the day makes them want to Shop Small all year long; and
- WHEREAS,** 58% of shoppers reported they shopped online with a small business and 54% reported they dined or ordered takeout from a small restaurant, bar, or café on Small Business Saturday in 2021; and
- WHEREAS,** the City of San Bruno supports our local businesses that create jobs, boost our local economy, and preserve our communities; and
- WHEREAS,** advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.
- NOW, THEREFORE, I Rico E. Medina,** Mayor of the City of San Bruno, do hereby proclaim, November 26, 2022, as

### **SMALL BUSINESS SATURDAY**

and urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.



*Rico E. Medina*

Dated this 8th day of November, 2022

Rico E. Medina, Mayor





## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** November 8, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**PREPARED BY:** Ann Mottola, Community Services Director

**SUBJECT:** Adopt Resolution Honoring David Nigel as the 2020 Recipient of the Recognition of Extraordinary Service Award; and Adopt Resolution Honoring Dennis Sammut as the 2021 Recipient of the Recognition of Extraordinary Service Award

**BACKGROUND:** In January 2009 as later amended in October 2010, the City Council approved the Memorial and Recognition Policy. Through the policy an awards program was created to recognize and honor the extraordinary community service of an individual or organization through the creation of three unique awards: Recognition of Special Services, Recognition of Extraordinary Service, and Personal Tribute.

Per the policy guidelines, a committee comprised of two members of each City Commission (Culture and Arts, Parks and Recreation, and Planning) meets to review nominations for the Recognition of Special Service and Recognition of Extraordinary Service. Five affirmative votes of the six-member committee are required to bring forward a recommendation to the City Council for its consideration and action. A majority City Council vote is required to approve an award. More than one recipient can receive the annual award. Both living and deceased individuals are eligible for the award.

In 2020 the city received a nomination from the Rotary Club of San Bruno and San Bruno Lions Club for the Award of the Recognition of Extraordinary Service recognizing long-time San Bruno resident, Mr. David Nigel. Due to COVID-19, the city did not convene a subcommittee to review the nomination and make a recommendation. In 2021, the Rotary Club of San Bruno and the San Bruno Lions Club nominated long-time San Bruno Business Owner and resident Mr. Dennis Sammut. A subcommittee was formed, and a meeting was scheduled and held on Thursday, July 7, 2022. Both nominations were reviewed.

**DISCUSSION:** The Memorial and Recognition Program Policy establishes the following criteria for the Recognition of Extraordinary Service Award:

- At least two recognized San Bruno organizations must complete a nomination form;
  - The nominee must have a minimum of twenty-five (25) years of dedicated service to San Bruno;
- The service rendered must demonstrate a positive impact on the citizens of San Bruno;
- The nominee must be viewed as an appropriate role model in the community;

- The nominee must demonstrate significant contributions to the community by developing new programs, providing leadership for the enhancement of existing programs, or by providing new or improved facilities; and,
- The nominee must demonstrate active involvement in multiple community programs influencing the lives of many San Bruno citizens.

The 2022 committee, comprised of Pamela Madden and Jeanne George (Culture and Arts Commission), Michael Palmer and Thomas Kuhn (Park and Recreation Commission), and Marco Durazo and Gerard Madden (Planning Commission), met on July 7, 2022, to review the applications. At the meeting, the committee discussed the many positive contributions of Mr. Nigel and Mr. Sammut which were included in the nominations by the San Bruno Lions Club and Rotary Club of San Bruno.

Mr. Nigel was hired by the San Bruno Park School District to be a fourth-grade teacher at Decima M. Allen Elementary School. He went on to teach at Engvall Intermediate School where he taught creative writing and coached boys' basketball teams. He spent 30 years of his career as a teacher and administrator in Burlingame. In 1995 he received the Dr. Virgil S. Hills Distinguished Service Award from the California Schoolmaster's Club where he was president from 1984-1985. In March of 2014 he was honored for 50 years of membership, service, and leadership by the California Schoolmaster's Club.

Mr. Nigel was appointed to the Parks and Recreation Commission in May of 1970. In his 52 years of service, he has worked and advocated for the development of recreation programs, park facility development, maintenance, and improvement. He is very active in the California Association of Parks and Recreation Commissioners and Board Members having served in all positions including Association President. His efforts are unmatched in raising thousands of dollars towards scholarships for college students majoring in Parks Management and Recreation Supervision. He was inducted into the organization's Hall of Fame and is an Honorary Life Member. In 2016, Mr. Nigel was honored by the National Parks and Recreation Association with the Robert M. Artz Award which recognizes a citizen, elected, or appointed official who has demonstrated outstanding efforts to forward public parks and recreation through education and activating the public in the community.

Mr. Sammut was a civic minded business leader in the San Bruno community. He served on the Business and Economic Development Committee when it was established in 1996. Mr. Sammut created and distributed earthquake preparedness handbooks. He also researched and developed the 75th San Bruno Anniversary book. He also served on the Centennial Celebration committee.

Mr. Sammut was involved with many community programs including: the annual Posy Parade; Holiday Food Baskets, providing bags of food to families in need; and Operation Santa Claus, providing gifts for special needs students. He helped fund books and computers for the San Bruno Library and provided funds for the Recreation student scholarship fund. He also funded the modernization of the library at Parkside School and the upgrade of the book collection.

Mr. Sammut was a strong supporter of the programs and services, especially for the youth of San Bruno. He was quiet about the support he gave, but many programs would not have been possible without his contributions and involvement.

At the conclusion of the nomination review committee meeting, Pamela Madden made a motion to recommend to City Council that David Nigel receive the 2020 Recognition of Extraordinary Service Award and Dennis Sammut receive the 2021 Recognition of Extraordinary Service Award. Michael Palmer seconded the motion. The committee voted unanimously in favor of the motion.

**FISCAL IMPACT:** There is no fiscal impact.

**ENVIRONMENTAL IMPACT:** The action is not a project subject to CEQA.

**RECOMMENDATION:** Adopt a resolution honoring David Nigel as the 2020 recipient of the Recognition of Extraordinary Service Award; and adopt a resolution honoring Dennis Sammut as the 2021 Recipient of the Recognition of Extraordinary Service Award

**ALTERNATIVES:**

1. Do not approve the nominations for Recognition of Extraordinary Service.

**ATTACHMENTS:**

1. Resolution honoring David Nigel as the 2020 Recipient of the Recognition of Extraordinary Service Award.
2. Resolution honoring Dennis Sammut as the 2021 Recipient of the Recognition of Extraordinary Service Award.
3. Nomination Applications for David Nigel from San Bruno Lions and the Rotary Club of San Bruno
4. Nomination Applications for Dennis Sammut Nigel from San Bruno Lions and the Rotary Club of San Bruno

## **RESOLUTION NO. 2022 -**

### **RESOLUTION HONORING DAVID NIGEL AS THE 2020 RECIPIENT OF THE RECOGNITION OF EXTRAORDINARY SERVICE AWARD**

**WHEREAS**, the City of San Bruno has established a Memorial and Recognition Program Policy to permanently honor those individuals and organizations who have provided extraordinary service to our community; and

**WHEREAS**, the San Bruno Recognition Sculpture was created as an artistic expression of the City's commitment to its citizens and as the primary means to publicly honor them; and

**WHEREAS**, the Rotary Club of San Bruno and the San Bruno Lions Club submitted a nomination of Recognition of Extraordinary Service for David Nigel for 2020; and

**WHEREAS**, Mr. Nigel was hired by the San Bruno Park School District as a teacher at Decima M. Allen Elementary School and went on to teach at Engvall Intermediate School where he taught creative writing and coached boys' basketball teams; and

**WHEREAS**, Mr. Nigel received the Dr. Virgil S. Hills Distinguished Service Award from the California Schoolmaster's Club where he was president from 1984-1985 and was honored for 50 years of membership, service, and leadership by the California Schoolmaster's Club; and

**WHEREAS**, Mr. Nigel was appointed to the Parks and Recreation Commission in May of 1970 and in his 52 years of service, he has worked and advocated for the development of recreation programs, park facility development, maintenance, and improvement.

**WHEREAS**, Mr. Nigel is very active in the California Association of Parks and Recreation Commissioners and Board Members having served in all positions including Association President and his efforts are unmatched in raising thousands of dollars towards scholarships for college students majoring in Parks Management and Recreation Supervision and he was inducted into the organization's Hall of Fame and is an Honorary Life Member; and

**WHEREAS**, Mr. Nigel was honored by National Parks and Recreation Association with the Robert M. Artz Award which recognizes a citizen, elected, or appointed official who has demonstrated outstanding efforts to forward public parks and recreation through education and activating the public in the community; and

**WHEREAS**, Mr. Nigel is passionate in his support for parks and recreation services and programs and dedicated much of his time raising funds for scholarships; and

**WHEREAS**, two members of the Culture and Arts Commission, Parks & Recreation Commission, and Planning Commission reviewed the nomination and recommend unanimously to the City Council that David Nigel be the recipient of the 2020 Recognition of Extraordinary Service Award.



**NOW, THEREFORE, BE IT RESOLVED** that the San Bruno City Council hereby adopts a resolution honoring David Nigel as the 2020 recipient of the Recognition of Extraordinary Service Award.

Dated: November 8, 2022

ATTEST:

\_\_\_\_\_  
Vicky S. Hasha, Deputy City Clerk

---oOo---

I, Vicky S. Hasha, Deputy City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 10th day of May 2022 by the following vote:

AYES: Councilmembers: \_\_\_\_\_

NOES: Councilmembers \_\_\_\_\_

ABSENT: Councilmembers: \_\_\_\_\_

## **RESOLUTION NO. 2022 -**

### **RESOLUTION HONORING DENNIS SAMMUT AS THE 2021 RECIPIENT OF THE RECOGNITION OF EXTRAORDINARY SERVICE AWARD**

**WHEREAS**, the City of San Bruno has established a Memorial and Recognition Program Policy to permanently honor those individuals and organizations who have provided extraordinary service to our community; and

**WHEREAS**, the San Bruno Recognition Sculpture was created as an artistic expression of the City's commitment to its citizens and as the primary means to publicly honor them; and

**WHEREAS**, the Rotary Club of San Bruno and the San Bruno Lions Club submitted a nomination of Recognition of Extraordinary Service for Dennis Sammut for 2021; and

**WHEREAS**, Mr. Sammut was a civic minded business leader in the San Bruno community who served on the Business and Economic Development Committee when it was established in 1996; and

**WHEREAS**, Mr. Sammut created and distributed earthquake preparedness handbooks and researched and developed the 75th San Bruno Anniversary book, and served on the Centennial Celebration committee; and

**WHEREAS**, Mr. Sammut was involved with many community programs including: the annual Posy Parade; Holiday Food Baskets, providing bags of food to families in need; and Operation Santa Claus, providing gifts for special needs students; and

**WHEREAS**, Mr. Sammut helped fund books and computers for the San Bruno Library and provided funds for the Recreation student scholarship fund; and

**WHEREAS**, Mr. Sammut funded the modernization of the library at Parkside School and the upgrade of the book collection; and

**WHEREAS**, Mr. Sammut was a strong supporter of community programs and services, especially for the youth of San Bruno; and

**WHEREAS**, Many programs within the San Bruno Community would not have been possible without his contributions and involvement; and

**WHEREAS**, two members of the Culture and Arts Commission, Parks & Recreation Commission, and Planning Commission reviewed the nomination and recommend unanimously to the City Council that Dennis Sammut be the recipient of the 2021 Recognition of Extraordinary Service Award.

**NOW, THEREFORE, BE IT RESOLVED** that the San Bruno City Council hereby adopts a resolution honoring Dennis Sammut as the 2021 recipient of the Recognition of Extraordinary Service Award.

ATTEST:

\_\_\_\_\_  
Vicky S. Hasha, Deputy City Clerk

---oOo---

I, Vicky S. Hasha, Deputy City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 10th day of May 2022 by the following vote:

AYES: Councilmembers: \_\_\_\_\_

NOES: Councilmembers \_\_\_\_\_

ABSENT: Councilmembers: \_\_\_\_\_



**CITY OF SAN BRUNO  
SERVICE RECOGNITION PROGRAM  
NOMINATION FORM**

The City of San Bruno has established a program to permanently honor those individuals and organizations that have provided service to our community. In order to evaluate prospective honorees, it is necessary that the City of San Bruno gain information regarding the nature and scope of the nominee's service to the community. This nomination form is to be completed by the organization(s) making the nomination on behalf of the nominee. Please refer to the recognition criteria to determine the eligibility of the prospective nominee.

**Application for Recognition of: David Nigel**

Special Service ☐

Extraordinary Service ☒

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**Name of Nominee: David Nigel**

**Name of Nominating Organization(s): San Bruno Lions Club**

**Name of Person Submitting Nomination: Gregory Pierce**

**Address: 1255 Alvarado Ave Pacifica CA**

**Phone: 650.291.6997**

**Email: Gpierce48@gmail.com**

**Date of Nominee's death (if applicable):**

Please describe the nominee's service contribution to the community. Include dates of service at each organization.



#### David Nigel Nomination for Extraordinary Service Award

In 1964 David Nigel was hired to teach fourth grade at Decima M Allen Elementary School in the SBPSD. David later went on to teach at Engvall Intermediate School where he taught creative writing and coached boys seventh grade basketball and eighth grade baseball. In 1971 David took the position of Assistant Principal at Franklin Elementary School in Burlingame. He remained in Burlingame for the next 30 years as a teacher and administrator. During that time David received many honors. It was through his coaching and interaction with the student and athletes that his love for recreation began.

David Nigel was appointed as a SB Park & Rec Commissioner in May of 1970. In the ensuing 50 years of service, David has worked and advocated for the development of recreations programs, park facilities development, maintenance & improvement.

He has been very active in the California Association of Parks & Recreation Commissioners and Board Members having served in all positions including Association President. David is especially proud of his continuous efforts in raising thousands of dollars towards scholarships for students majoring in Recreation Supervision and Park Management. He was inducted to the organization's "Hall of Fame" and is an Honorary Life member.

In 1995 he received the Dr Virgil S Hillis Distinguished Service Award from the California Schoolmaster's Club where he was President from 1984-1985. In March of 2014 David was honored for 50 years of membership, service & leadership by the CA Schoolmaster's Club.

In 2016 NRPA honored the City of San Bruno, Park & Recreation Commission with the Robert M Artz award. This award recognizes a citizen, an elected or appointed official who has demonstrated outstanding efforts to forward public parks & recreation through education and activating the public in the community. This award was presented to David Nigel at the convention in St Louis on Thursday October 6, 2016.



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**Application for Recognition of:** David Nigel's 50 years of Service to SB

Special Service ☐

Extraordinary Service ☒

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**Name of Nominee:** David Nigel

**Name of Nominating Organization(s):** The Rotary Club of San Bruno

**Name of Person Submitting Nomination:** Kris Gonzales

**Address:** 1504 Park Avenue, San Bruno, CA 94066

**Phone:** (650) 490-0630

**Email:** k.gonzy@att.net

**Date of Nominee's death (if applicable):**

Please describe the nominee's service contribution to the community. Include dates of service at each organization.



## David Nigel Nomination for Extraordinary Service Award

In 1964 David Nigel was hired to teach fourth grade at Decima M Allen Elementary School in the SBPSD. David later went on to teach at Engvall Intermediate School where he taught creative writing and coached boys seventh grade basketball and eighth grade baseball. In 1971 David took the position of Assistant Principal at Franklin Elementary School in Burlingame. He remained in Burlingame for the next 30 years as a teacher and administrator. During that time David received many honors. It was through his coaching and interaction with the student and athletes that his love for recreation began.

David Nigel was appointed as a SB Park & Rec Commissioner in May of 1970. In the ensuing 50 years of service, David has worked and advocated for the development of recreations programs, park facilities development, maintenance & improvement.

He has been very active in the California Association of Parks & Recreation Commissioners and Board Members having served in all positions including Association President. David is especially proud of his continuous efforts in raising thousands of dollars towards scholarships for students majoring in Recreation Supervision and Park Management. He was inducted to the organization's "Hall of Fame" and is an Honorary Life member.

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**Application for Recognition of:**

Special Service ☐

Extraordinary Service ☒

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**Name of Nominee:**

**Name of Nominating Organization(s):** San Bruno Lions Club

**Name of Person Submitting Nomination:** Greg Pierce

**Address:** P.O. Box 242, San Bruno, CA 94066

**Phone:** (650) 291.6997

**Email:** Gpierce48@gmail.com

**Date of Nominee's death (if applicable):**

Please describe the nominee's service contribution to the community. Include dates of service at each organization.





The International Association of Lions Clubs

## San Bruno Lions Club

2019-2020

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April 5, 2021

To whom it may concern

The San Bruno Lions Club would like to nominate Dennis Sammut for the San Bruno Community Recognition Award for Extraordinary Service. We are working together with the Rotary Club of San Bruno to put forward the required 2<sup>nd</sup> nomination.

Mr. Sammut was truly a civic minded business leader in the San Bruno community. He served on the Business & Economic Development Committee when it was established in February 26, 1996 until 2008. Dennis created and distributed an earthquake preparedness handbook and worked to research and develop the 75<sup>th</sup> San Bruno anniversary book. He then went on to serve on the Centennial Celebration committee.

Our Lions Club Foundation is involved with many community programs from the annual Posy Parade (recognizing San Bruno schools and community organizations), Holiday Food Baskets (providing several bags of food to families in need as identified by their individual school) and Operation Santa Claus (where gifts are provided for special needs students at El Portal and Loma Chica Special – children are allowed to request a special gift that is then purchased, wrapped and presented to that child). All of these programs are partially funded by the Sammut Family Foundation at the direction of Dennis Sammut.

It was the Sammut Family Foundation, specifically Dennis Sammut that reached out to the Lions Club to ask how they could help. They have never denied any reasonable request and have offered to help more as needed to insure the programs were successful and met the needs of the community.

Mr. Sammut also consistently donated to support the recreation of our youth, be it Junior Giants, AYSO or the Capuchino Sports Booster. If you needed help with uniforms or equipment Dennis was the man to see!

These are just a few reasons why Dennis Sammut would be a worthy recipient.

Thank you for allowing us to support this recognition effort.

Sincerely

Greg Pierce

San Bruno Lions Club President, 2021- 2022

650.291.6997 - P.O. Box 242 - San Bruno CA 94066



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**Application for Recognition of:**

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**Name of Nominee:**

**Name of Nominating Organization(s):**

**Name of Person Submitting Nomination:**

**Address:**

**Phone:**

**Email:**

**Date of Nominee's death (if applicable):**

Please describe the nominee's service contribution to the community. Include dates of service at each organization.

The Rotary Club of San Bruno would like to nominate Dennis Sammut for the San Bruno Community Recognition Award for Extraordinary Service. We are working together with the SB Lions Club to put forward the 2nd nomination that is required.

Dennis was extremely committed to giving back to the community of San Bruno where he was born & raised. If you look up civic engagement in the dictionary you will find a picture of Dennis.

Dennis was a business leader in the community & served on the Business & Economic Development Committee from February 26, 1996 when it was established until it was eliminated in 2008. He created and distributed an earthquake preparedness booklet as well as the research & development of the 75<sup>th</sup> anniversary book. He served and contributed greatly to the Centennial Celebration committee.

Dennis was also committed to improving the recreation of our youth. He sponsored many sports teams & provided new uniforms for them over the years. He was a proud supporter of the SB Jr Giants program and the Capuchino Sports Boosters where he made annual donations. Dennis even provided the funding for the lighting at Diamonds 1 & 2 in San Bruno Park.

His contributions did not end there. Dennis was an annual supporter of grants for the SB Library, SB Recreation department & North County Project Read. Approximately 10 years ago he funded the modernization of the Parkside library & upgraded the book collection.

Dennis has donated funds annually to support foods baskets to deserving families in the SB Park School District as well as Operation Santa where gifts are purchased and delivered to special needs students at the County school.

These are just a few of the reasons that Dennis Sammut would be a very worthy recipient of the Extraordinary service award.

## **Danielle Brewer**

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**From:** Kris Gonzales <k.gonzy@att.net>  
**Sent:** Friday, March 25, 2022 10:00 AM  
**To:** Danielle Brewer; Ann Mottola; Mike Palmer; Greg Pierce; Rico Medina  
**Subject:** Rotary Club of San Bruno's nomination of Dennis Sammut for Community Service Award for Extraordinary Service

Good morning,

The Rotary Club of San Bruno would like to nominate Dennis Sammut for the San Bruno Community Recognition Award for Extraordinary Service. We are working together with the SB Lions Club to put forward the 2nd nomination that is required.

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Dennis was also committed to improving the recreation of our youth. He sponsored many sports teams & provided new uniforms for them over the years. He was a proud supporter of the SB Jr Giants program and the Capuchino Sports Boosters where he made annual donations. Dennis even provided the funding for the lighting at Diamonds 1 & 2 in San Bruno Park.

His contributions did not end there. Dennis was an annual supporter of grants for the SB Library, SB Recreation department & North County Project Read. Approximately 10 years ago he funded the modernization of the Parkside library & upgraded the book collection.

Dennis has donated funds annually to support foods baskets to deserving families in the SB Park School District as well as Operation Santa where gifts are purchased and delivered to special needs students at the County school.

These are just a few of the reasons that Dennis Sammut would be a very worthy recipient of the Extraordinary service award.

Please feel free to contact me with any questions.

Respectfully submitted,  
Kris Gonzales  
Rotary Club of San Bruno





**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** October 24, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**PREPARED BY:** Bobby Magee, Interim Finance Director  
Kathleen O'Malley, Accounting & Customer Service Representative

**SUBJECT:** Accounts Payable Warrant Register

This is to certify that the claims listed on pages 1 to 4 inclusive, and/or claims numbered from 200103 through 200279 inclusive, totaling \$3,597,823.36 have been checked in detail and approved by the proper officials, and in my opinion, represent fair and just charges against the City in accordance with their respective amounts. The table below summarizes the total paid by Fund.

Fund	Fund Name	Amount
001	General Fund	\$243,080.20
006	American Rescue Plan Act	\$88,627.50
111	Police Asset Forfeiture	\$2,809.25
122	Solid Waste/Recycle	\$270.00
132	Agency On Aging	\$3,578.30
133	Restricted Revenues	\$175.00
137	Developer Project Contributions	\$171,681.91
201	Parks and Facilities Capital	\$2,528,402.81
203	Street Improvement Projects	\$290,973.50
611	Water Fund	95,902.35
621	Stormwater Fund	3,153.50
631	Wastewater Fund	26,806.80
641	CityNet Services Fund	20,176.79
701	Central Garage	20,179.10
702	Facility Maintenance Fund	12,135.99
707	Technology Development	-291.25
711	Self-Insurance	90,161.61
<b>TOTAL FOR APPROVAL</b>		<b>\$3,597,823.36</b>

Respectfully submitted,

  
Finance Director

10/25/22  
Date

Document group: komalley

Bank: apbank

432000438

Vendor Code & Name	Check #	Check Date	Amount
0096852 ABAG PLAN CORPORATION	200103	10/24/2022	36,009.88
0104680 ACCESS 24 COMMUNICATIONS INC.	200104	10/24/2022	435.60
0016499 ACTION SPORTS	200105	10/24/2022	2,396.72
0000858 ADECCO EMPLOYMENT SERVICES	200106	10/24/2022	1,240.48
0001170 AIRGAS USA, LLC	200107	10/24/2022	216.30
0000163 AIRPORT AUTO PARTS INC.	200108	10/24/2022	1,720.33
0018611 ALL INDUSTRIAL ELECTRIC SUPPLY	200109	10/24/2022	173.88
0018976 ALPHA ANALYTICAL LAB. INC.	200110	10/24/2022	10,186.50
0109190 AMERICAN PORTABLES	200111	10/24/2022	434.34
0110491 AMERICAN STAGE TOURS	200112	10/24/2022	1,849.00
0096700 ANDY'S WHEELS & TIRES	200113	10/24/2022	1,195.25
0017191 AT&T	200114	10/24/2022	756.88
0107986 ATLAS PLUMBING AND ROOTER, INC.	200115	10/24/2022	2,100.00
0000345 BAKER & TAYLOR BOOKS	200116	10/24/2022	4,772.84
0001849 BAY AREA WATER SUPPLY & CONSERVATION AGEN	200254	10/24/2022	16,900.00
0110508 BENJAMIN BORGIO	200122	10/24/2022	401.13
0018688 BEST BEST & KRIEGER LLP	200117	10/24/2022	1,959.00
0110215 BINE ARCEO	200119	10/24/2022	527.40
0109646 BIO CAR CARE	200120	10/24/2022	775.00
0109661 BIRITE FOODSERVICE DISTRIBUTORS	200162	10/24/2022	508.18
0110371 BOBBY MAGEE	200201	10/24/2022	2,882.44
0109137 BRYCE CONSULTING	200125	10/24/2022	900.00
0102737 BURKE, WILLIAMS & SORESENSEN, LLP	200126	10/24/2022	17,744.48
0014739 CAL-STEAM	200129	10/24/2022	178.69
0109223 CAN DO FLOORING LLC	200130	10/24/2022	1,967.50
0110323 CAPF	200132	10/24/2022	944.00
0106548 CAPITAL ONE TRADE CREDIT	200133	10/24/2022	414.81
0110449 CARTEGRAPH SYSTEMS LLC	200134	10/24/2022	10,000.00
0017284 CHEMSEARCHFE	200135	10/24/2022	1,288.83
0016324 CINTAS CORPORATION #464	200136	10/24/2022	1,881.42
0098588 CITY OF BURLINGAME	200137	10/24/2022	2,554.50
0098588 CITY OF BURLINGAME	200138	10/24/2022	500.00
0018401 CITY OF FOSTER CITY	200139	10/24/2022	65.00
0000227 CITY OF SAN BRUNO	200140	10/24/2022	40.00
0109534 CODE FOR FUN	200142	10/24/2022	135.20
0104552 COLIN PAGE	200218	10/24/2022	66.48
0109998 CONSOR PMCM, INC.	200143	10/24/2022	36,375.77
0109788 CORE & MAIN LP	200146	10/24/2022	6,090.21
0109957 CORETECH LEASING, INC.	200147	10/24/2022	15,498.84
0015857 COUNTY OF SAN MATEO	200149	10/24/2022	164.50
0104729 CRESTMOOR AUTO CENTER	200150	10/24/2022	62.78
0105811 CSAC EXCESS INSURANCE AUTHORITY	200159	10/24/2022	11,944.35
0018331 CSG CONSULTANTS INC.	200151	10/24/2022	12,960.00
0018188 DAU PRODUCTS	200152	10/24/2022	12,458.80
0104871 DAVID CLARK COMPANY, INC.	200153	10/24/2022	546.25
0108696 DAVID J POWERS AND ASSOCIATES, INC.	200222	10/24/2022	63,540.43
0110503 DAVID MANION	200202	10/24/2022	39.37
0093479 DEPARTMENT OF JUSTICE	200154	10/24/2022	339.00
0101178 DISCOUNT PLUMBING	200155	10/24/2022	3,364.00
0105820 EAST BAY TIRE CO	200156	10/24/2022	659.40
0107927 ELIZABETH RUIZ	200232	10/24/2022	333.00
0018899 EOA INC.	200158	10/24/2022	2,699.90
0106234 FASTRAK INVOICE PROCESSING DEPT.	200180	10/24/2022	7.00

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0110434 FIRST ARRIVING, LLC	200160	10/24/2022	3,041.60
0110072 FIRST REPUBLIC BANK	200161	10/24/2022	118,174.97
0107011 FRANK J. BIANCHI	200118	10/24/2022	243.75
0109776 FRESH LINE PRODUCE	200164	10/24/2022	997.00
0108472 FREYER & LAURETA, INC.	200165	10/24/2022	2,952.50
0108388 FUN EXPRESS LLC	200166	10/24/2022	132.89
0107370 GAGE SCHLICE	200239	10/24/2022	1,269.00
0018823 GINO QUINN	200167	10/24/2022	214.82
0104135 GLOBAL TRACKING COMMUNICATIONS, INC.	200263	10/24/2022	364.97
0108415 GOLDEN BAY CONSTRUCTION, INC.	200168	10/24/2022	264,112.82
0108425 GOOD CITY COMPANY	200169	10/24/2022	44,066.25
0000162 GRAINGER	200170	10/24/2022	1,966.67
0095966 GREAT AMERICA FINANCIAL SVC.	200171	10/24/2022	593.20
0016967 GROUP 4	200172	10/24/2022	117,947.07
0000385 HACH COMPANY	200173	10/24/2022	113.68
0095792 HARRISON & BONINI	200174	10/24/2022	1,396.54
0015644 INDUSTRIAL WIPER & SUPPLY, INC.	200176	10/24/2022	610.60
0109121 INFORMATION PROFESSIONALS, INC.	200177	10/24/2022	480.00
0018838 INFOSEND, INC.	200178	10/24/2022	3,954.59
0000581 IRVINE & JACHENS INC.	200181	10/24/2022	1,010.77
0017763 J.J.R. CONSTRUCTION, INC	200182	10/24/2022	1,536.53
0098964 JARVIS FAY LLP	200183	10/24/2022	1,540.00
0110507 JASON YOUNG	200278	10/24/2022	11.60
0110505 JENNIFER JEON	200184	10/24/2022	9.13
0104708 JEREMY BRANDENBURG	200124	10/24/2022	185.00
0107372 JEREMY WHITEAKER	200275	10/24/2022	250.00
0109512 JIMENEDA BUILDERS	200186	10/24/2022	5,986.40
0110501 JOHN BOCCI	200121	10/24/2022	22.72
0110506 JOSE/SUSAN SANCHEZ	200238	10/24/2022	252.41
0000771 JT2 INTEGRATED RESOURCES	200187	10/24/2022	47,162.12
0018376 JT2 INTEGRATED RESOURCES	200188	10/24/2022	6,531.00
0018050 KAISER FOUNDATION HEALTH PLAN	200189	10/24/2022	3,554.83
0017661 KATHY M SCHMIDT	200240	10/24/2022	804.60
0110504 KELLY LUFKIN	200200	10/24/2022	38.32
0109663 KINGDOM PIPELINES INC.	200190	10/24/2022	952.81
0107368 KME FIRE APPARATUS	200191	10/24/2022	1,559.15
0000317 L.N. CURTIS & SONS	200192	10/24/2022	2,419.90
0109565 LAND LOGISTICS, INC.	200193	10/24/2022	3,810.00
0109771 LATHROP CONSTRUCTION ASSOCIATES, INC.	200144	10/24/2022	2,245,324.26
0110244 LAW OFFICES OF LINDA L. DAUBE	200194	10/24/2022	8,464.00
0017435 LECH AUTO AIR CONDITIONING	200195	10/24/2022	526.50
0106342 LESLIE MENDOZA	200204	10/24/2022	448.50
0018777 LEXISNEXIS RISK DATA MANAGEMENT	200229	10/24/2022	759.75
0109978 LINDE GAS & EQUIPMENT INC.	200197	10/24/2022	176.28
0017924 LORAL LANDSCAPING INC.	200198	10/24/2022	2,100.00
0018177 LOWE'S	200199	10/24/2022	340.42
0109281 MATHENY SEARS LINKERT & JAIME LLP	200241	10/24/2022	458.61
0109532 MATRIX HG, INC.	200203	10/24/2022	2,423.00
0110444 MENLO INDEPEDENCE, LLC	200205	10/24/2022	80,865.00
0016041 METROMOBILE COMMUNICATIONS	200206	10/24/2022	195.00
0092285 MICROMARKETING LLC	200207	10/24/2022	19.49
0016863 MIDWEST TAPE, LLC	200208	10/24/2022	162.64
0104730 MUNICIPAL EMERGENCY SERVICES	200210	10/24/2022	453.23
0110243 ODP BUSINESS SOLUTIONS, LLC	200211	10/24/2022	138.77

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Vendor Code & Name	Check #	Check Date	Amount
0105812 OLIVER REICH	200226	10/24/2022	185.00
0097567 ONE HOUR DRY CLEANING	200212	10/24/2022	1,617.25
0109732 OPPENHEIMER INVESTIGATIONS GROUP LLP	200179	10/24/2022	3,507.00
0018701 ORKIN PEST CONTROL	200213	10/24/2022	592.95
0104416 OVERDRIVE, INC.	200214	10/24/2022	49.95
0103933 OWEN EQUIPMENT SALES	200215	10/24/2022	6,597.84
0000012 PACIFIC GAS & ELECTRIC	200216	10/24/2022	22,511.66
0106110 PACIFIC OFFICE AUTOMATION	200217	10/24/2022	449.89
0015163 PENINSULA SPORTS OFFICIALS ASSOC.INC.	200251	10/24/2022	500.00
0014961 PENINSULA UNIFORMS & EQUIPMENT	200219	10/24/2022	826.78
0108589 PERFORMANCE FOODSERVICE-LEDYARD	200163	10/24/2022	1,058.80
0017260 PETERSON TRUCKS, INC.	200220	10/24/2022	8,261.36
0102915 PRECISE PRINTING & MAILING	200223	10/24/2022	763.20
0097558 PURCHASE POWER	200224	10/24/2022	206.48
0107432 RED WING BRANDS OF AMERICA,INC	200225	10/24/2022	255.92
0103531 RICOH USA, INC.	200227	10/24/2022	356.57
0103531 RICOH USA, INC.	200228	10/24/2022	325.96
0106293 ROBERT HALF	200230	10/24/2022	5,504.00
0106397 ROBERT HARRISON	200175	10/24/2022	836.75
0110502 RUTH MORTENSON	200209	10/24/2022	125.77
0018839 RYAN JOHANSEN	200233	10/24/2022	845.50
0092954 SAN MATEO COUNTY DEM	200234	10/24/2022	67,176.00
0094227 SAN MATEO COUNTY FIRE CHIEFS ASSOCIATION	200148	10/24/2022	500.00
0099047 SAN MATEO CTY SHERIFF'S OFFICE	200235	10/24/2022	6,472.50
0018597 SAN MATEO DAILY JOURNAL	200236	10/24/2022	1,890.00
0017145 SAN MATEO LAWN MOWER SHOP	200237	10/24/2022	260.08
0100183 SARA TAHNG	200255	10/24/2022	145.51
0106241 SCOTT SMITHMATUNGOL	200250	10/24/2022	164.93
0018461 SERRAMONTE FORD, INC.	200242	10/24/2022	3,496.55
0103732 SFO MEDICAL CLINIC	200243	10/24/2022	1,569.00
0108792 SHAH KAWASAKI ARCHITECTS	200244	10/24/2022	3,930.00
0018778 SHANNON ROHATCH	200231	10/24/2022	1,330.25
0097626 SHARP ELECTRONICS CORP.	200245	10/24/2022	127.40
0018962 SHOE DEPOT INC.	200246	10/24/2022	206.67
0093872 SHOWCASES	200247	10/24/2022	19.54
0104548 SLOAN SAKAI YEUNG & WONG LLP	200248	10/24/2022	2,949.50
0016831 STAPLES CREDIT PLAN	200252	10/24/2022	709.36
0105796 SUNRISE FOOD DISTRIBUTOR INC.	200253	10/24/2022	1,014.32
0110509 SUTEERASA PHAOTHONGSUK	200221	10/24/2022	10.52
0101086 T-MOBILE	200262	10/24/2022	83.20
0018073 TEAMSTERS LOCAL 350	200256	10/24/2022	2,208.00
0015691 TEAMSTERS LOCAL 856	200257	10/24/2022	12,432.00
0015671 TECHNOLOGY, ENGINEERING & CONSTRUCTION, II	200145	10/24/2022	5,850.00
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATE	200157	10/24/2022	2,338.50
0000241 THE ADAM-HILL COMPANY	200258	10/24/2022	972.69
0108402 THE HOME DEPOT PRO	200259	10/24/2022	1,057.00
0098021 THE SAN MATEO MEDICAL CENTER	200260	10/24/2022	1,400.00
0105932 THOMY LEDESMA	200196	10/24/2022	175.00
0107947 TIM BOWLER	200123	10/24/2022	150.00
0018898 TJKM TRANSPORTATION CONSULTANT	200261	10/24/2022	91,387.50
0103783 TRAFFIX DEVICES, INC.	200264	10/24/2022	4,032.77
0106660 TRIDENT K9 CONSULTING INC.	200265	10/24/2022	450.00
0109929 TRIPEPI, SMITH AND ASSOCIATES, INC.	200249	10/24/2022	610.00
0017133 TURBO DATA SYSTEMS INC	200266	10/24/2022	2,122.45

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Vendor Code & Name	Check #	Check Date	Amount
0001362 TV GUIDE MAGAZINE, LLC	200267	10/24/2022	55.03
0108413 UNITED CALIFORNIA FIRE PROTECTION	200127	10/24/2022	960.00
0109507 UNITED CALIFORNIA GLASS AND DOOR	200128	10/24/2022	1,401.00
0096844 USA BLUE BOOK	200268	10/24/2022	549.23
0105133 UTILITY TELECOM, INC.	200269	10/24/2022	217.59
0095749 VERIZON WIRELESS	200270	10/24/2022	3,241.22
0016899 WECO INDUSTRIES LLC	200271	10/24/2022	370.51
0105955 WEST COAST CODE CONSULTANTS, INC.	200141	10/24/2022	19,977.50
0104660 WEST YOST ASSOCIATES, INC.	200272	10/24/2022	5,132.00
0017595 WESTERN TRUCK FAB, INC.	200273	10/24/2022	362.85
0000612 WESTVALLEY CONSTRUCTION CO.INC	200274	10/24/2022	5,343.60
0110500 WILLIAM CANALES	200131	10/24/2022	31.86
0109919 WIN-911 SOFTWARE	200276	10/24/2022	2,160.00
0110358 WORTHINGTON DIRECT HOLDINGS	200277	10/24/2022	6,154.78
0110497 YITIAN JI	200185	10/24/2022	50.00
0104033 ZCORM, INC.	200279	10/24/2022	2,865.00
	<b>GrandTotal:</b>		<b>3,597,823.36</b>
	<b>Total count:</b>		<b>177</b>



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** October 31, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

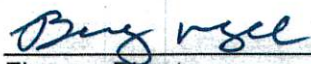
**PREPARED BY:** Bobby Magee, Interim Finance Director  
Kathleen O'Malley, Accounting & Customer Service Representative

**SUBJECT:** Accounts Payable Warrant Register

This is to certify that the claims listed on pages 1 to 3 inclusive, and/or claims numbered from 200280 through 200392 inclusive, totaling \$607,043.77 have been checked in detail and approved by the proper officials, and in my opinion, represent fair and just charges against the City in accordance with their respective amounts. The table below summarizes the total paid by Fund.

Fund	Fund Name	Amount
001	General Fund	\$111,428.61
006	American Rescue Plan Act	\$11,500.00
122	Solid Waste/Recycle	\$10,482.20
132	Agency On Aging	\$3,558.80
133	Restricted Revenues	\$4,827.44
137	Developer Project Contributions	\$127,911.31
201	Parks and Facilities Capital	\$42,323.15
203	Street Improvement Projects	\$40,397.06
611	Water Fund	61,193.90
621	Stormwater Fund	24,646.79
631	Wastewater Fund	17,266.42
641	CityNet Services Fund	97,565.86
701	Central Garage	8,247.65
702	Facility Maintenance Fund	17,107.58
707	Technology Development	28,587.00
<b>TOTAL FOR APPROVAL</b>		<b>\$607,043.77</b>

Respectfully submitted,

  
Finance Director

11/2/22  
Date



Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0107236 24/7 ROOTER & PLUMBING	200280	10/31/2022	1,000.00
0104680 ACCESS 24 COMMUNICATIONS INC.	200281	10/31/2022	455.55
0000858 ADECCO EMPLOYMENT SERVICES	200282	10/31/2022	5,395.84
0018601 ADVANCED MEDIA TECH., INC.	200283	10/31/2022	3,425.88
0001170 AIRGAS USA, LLC	200284	10/31/2022	97.50
0000163 AIRPORT AUTO PARTS INC.	200285	10/31/2022	144.27
0096469 ALMADEN PRESS	200286	10/31/2022	2,777.24
0000187 ALPHA PRESS INC.	200287	10/31/2022	873.51
0098508 AMERICAN PUBLIC WORKS ASSOCIATION(APWA)	200357	10/31/2022	1,110.00
0096113 AR AUTO GLASS	200288	10/31/2022	650.00
0000118 ART'S PENINSULA LOCKSMITH	200289	10/31/2022	43.95
0104899 ASSOCIATE PARTNERS	200290	10/31/2022	25.00
0017191 AT&T	200291	10/31/2022	61.92
0017431 BAY AREA AIR QUALITY MANAGEMENT DISTRICT	200358	10/31/2022	436.00
0105553 BELLECCI & ASSOCIATES, INC.	200292	10/31/2022	408.25
0109646 BIO CAR CARE	200293	10/31/2022	625.00
0109661 BIRITE FOODSERVICE DISTRIBUTORS	200324	10/31/2022	2,531.10
0018817 BLACKBURN MFG CO.	200294	10/31/2022	116.30
0098969 BLANQUITA MERCED	200342	10/31/2022	1,000.00
0000378 BROADMOOR LANDSCAPE SUPPLY	200295	10/31/2022	290.07
0014739 CAL-STEAM	200297	10/31/2022	714.76
0018531 CAL-STEAM, INC	200298	10/31/2022	23.68
0102989 CALIFORNIA DIESEL & POWER	200296	10/31/2022	12,132.69
0109223 CAN DO FLOORING LLC	200299	10/31/2022	1,000.00
0108697 CATHERINE MOTOYAMA	200345	10/31/2022	2,100.00
0018977 CBS TELEVISION STATIONS	200300	10/31/2022	22,986.01
0017679 CDW GOVERNMENT, INC	200301	10/31/2022	4,766.18
0016324 CINTAS CORPORATION #464	200302	10/31/2022	1,000.32
0098588 CITY OF BURLINGAME	200303	10/31/2022	60.00
0000227 CITY OF SAN BRUNO	200304	10/31/2022	1,129.28
0000386 CITY OF SOUTH SAN FRANCISCO	200305	10/31/2022	3,744.32
0109639 CLAREMONT BEHAVIORAL SVCS, INC.	200306	10/31/2022	753.75
0000508 CLEARLITE TROPHIES	200307	10/31/2022	291.17
0110074 COGENT COMMUNICATIONS, INC.	200308	10/31/2022	4,000.00
0109998 CONSOR PMCM, INC.	200309	10/31/2022	60,894.05
0018331 CSG CONSULTANTS INC.	200311	10/31/2022	10,781.84
0018188 DAU PRODUCTS	200312	10/31/2022	5,942.99
0018169 DELL MARKETING L.P.	200313	10/31/2022	27,330.58
0109577 DIRECTWORX	200314	10/31/2022	2,389.33
0101178 DISCOUNT PLUMBING	200315	10/31/2022	21,000.00
0108748 DISCOVER PLUMBING & ROOTER	200316	10/31/2022	2,000.00
0102345 DUKE'S ROOT CONTROL, INC.	200317	10/31/2022	11,238.74
0017300 ENVIRONMENTAL HEALTH FEE	200318	10/31/2022	396.00
0018899 EOA INC.	200319	10/31/2022	1,713.75
0109510 FIRST ALARM	200321	10/31/2022	142.00
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	200322	10/31/2022	2,439.53
0018117 FLYERS ENERGY, LLC	200323	10/31/2022	17,624.49
0109776 FRESH LINE PRODUCE	200325	10/31/2022	280.25
0104135 GLOBAL TRACKING COMMUNICATIONS, INC.	200377	10/31/2022	24.99
0000162 GRAINGER	200326	10/31/2022	736.21
0000541 GRANITE ROCK COMPANY	200327	10/31/2022	2,769.49
0095966 GREAT AMERICA FINANCIAL SVC.	200328	10/31/2022	276.89
0000385 HACH COMPANY	200329	10/31/2022	557.20

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0108221 HDL COREN & CONE	200330	10/31/2022	3,556.25
0096946 HDR ENGINEERING, INC.	200331	10/31/2022	2,857.50
0107476 IDAX DATA SOLUTIONS	200332	10/31/2022	650.00
0109121 INFORMATION PROFESSIONALS, INC.	200333	10/31/2022	480.00
0018838 INFOSEND, INC.	200334	10/31/2022	10,482.20
0018553 INTERSTATE TRAFFIC CONTROL PRODUCTS	200378	10/31/2022	122.50
0018852 JAMES CACCIA PLUMBING INC.	200335	10/31/2022	3,000.00
0104784 JD CESARE CONSTRUCTION	200336	10/31/2022	6,000.00
0109512 JIMENEDA BUILDERS	200337	10/31/2022	35,918.40
0095730 JOSEPH A. ORTIZ	200350	10/31/2022	200.00
0000075 K-119 TOOLS OF CALIFORNIA INC.	200338	10/31/2022	357.35
0109978 LINDE GAS & EQUIPMENT INC.	200339	10/31/2022	171.46
0109759 LUHDORFF&SCALMANINI CONSULTING ENGINEERS	200310	10/31/2022	1,542.50
0109532 MATRIX HG, INC.	200341	10/31/2022	4,101.55
0001709 MILLBRAE LOCK	200343	10/31/2022	466.63
0103600 MOMENTUM TELECOM, INC.	200344	10/31/2022	8,184.03
0000357 NATIONAL CABLE TV CO-OP, INC.	200346	10/31/2022	325.87
0102372 NUTRITION SITE COUNCIL OF SB	200348	10/31/2022	3,000.00
0110243 ODP BUSINESS SOLUTIONS, LLC	200349	10/31/2022	416.44
0000012 PACIFIC GAS & ELECTRIC	200351	10/31/2022	56,865.03
0000012 PACIFIC GAS & ELECTRIC	200352	10/31/2022	65.68
0105452 PAGE & TURNBULL, INC.	200353	10/31/2022	1,300.00
0099307 PENINSULA SEAFOOD OF SAN BRUNO	200354	10/31/2022	403.46
0102915 PRECISE PRINTING & MAILING	200355	10/31/2022	505.51
0098436 PROFESSIONAL LAND SERVICES	200356	10/31/2022	8,280.00
0018823 QUINN EUGENE	200320	10/31/2022	58.26
0110493 RAPID SYSTEMS ENGINEERING	200359	10/31/2022	5,000.00
0107432 RED WING BRANDS OF AMERICA, INC.	200360	10/31/2022	806.31
0107343 RICHARD NGO	200347	10/31/2022	450.00
0106293 ROBERT HALF	200361	10/31/2022	5,888.00
0000022 ROBERT LOUIE	200340	10/31/2022	354.90
0013581 ROVI GUIDES, INC.	200362	10/31/2022	13,199.99
0106559 SAN BRUNO YOUTH BASEBALL	200363	10/31/2022	448.00
0014027 SAN FRANCISCO CHRONICLE	200364	10/31/2022	845.00
0018597 SAN MATEO DAILY JOURNAL	200365	10/31/2022	810.00
0018461 SERRAMONTE FORD, INC.	200366	10/31/2022	2,392.28
0018962 SHOE DEPOT INC.	200367	10/31/2022	98.42
0104787 SINGER ASSOCIATES, INC.	200368	10/31/2022	75,000.00
0017857 STERICYCLE, INC.	200369	10/31/2022	673.83
0105796 SUNRISE FOOD DISTRIBUTOR INC.	200370	10/31/2022	343.99
0107640 TANNER PACIFIC, INC.	200371	10/31/2022	11,199.50
0000241 THE ADAM-HILL COMPANY	200372	10/31/2022	1,082.71
0108402 THE HOME DEPOT PRO	200373	10/31/2022	2,279.99
0017527 TIFCO INDUSTRIES INC.	200374	10/31/2022	93.04
0018898 TJKM TRANSPORTATION CONSULTANT	200375	10/31/2022	28,750.00
0097449 TK ELEVATOR CORPORATION	200376	10/31/2022	491.78
0001362 TV GUIDE MAGAZINE, LLC	200379	10/31/2022	55.03
0109746 TWINING, INC.	200380	10/31/2022	2,756.25
0098625 UPS	200381	10/31/2022	6.39
0095749 VERIZON WIRELESS	200382	10/31/2022	14,160.70
0109186 VITAL RECORDS CONTROL	200383	10/31/2022	102.24
0109658 WATER ONE INDUSTRIES, INC.	200384	10/31/2022	450.00
0108652 WATER WORKS ENGINEERS, LLC	200385	10/31/2022	2,436.32
0104233 WAVE	200386	10/31/2022	7,200.00



Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0104660 WEST YOST ASSOCIATES, INC.	200387	10/31/2022	6,089.50
0096893 WILSEY HAM	200389	10/31/2022	3,897.25
0109476 WORLD PAC INC	200390	10/31/2022	2,711.61
0110511 ZAIRAH WILLKOM	200388	10/31/2022	328.00
0104033 ZCORM, INC.	200391	10/31/2022	13,257.25
0109122 ZERO TURN POWER WASHING	200392	10/31/2022	9,367.00
		<b>GrandTotal:</b>	<b>607,043.77</b>
		<b>Total count:</b>	<b>113</b>



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** November 8, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**PREPARED BY:** Anh Tran, Management Analyst II

**SUBJECT:** Payroll Acceptance

City Council acceptance of the City payroll distributed October 28, 2022 is recommended. The Labor Summary report reflecting the total payroll amount of \$1,719,144.50 for bi-weekly pay period ending October 23, 2022 by fund is shown below:

Fund	Amount
Fund: 001 - GENERAL FUND	1,210,654.09
Fund: 006 - AMERICAN RESCUE PLAN ACT	61,150.42
Fund: 122 - SOLID WASTE/RECYCLE	245.00
Fund: 132 - AGENCY ON AGING	1,558.15
Fund: 137 - DEVELOPER PROJECT CONTRIBUTIONS	9,192.15
Fund: 201 - PARKS AND FACILITIES CAPITAL	594.06
Fund: 203 - STREET IMPROVE. PROJECTS	8,072.41
Fund: 611 - WATER FUND	90,254.13
Fund: 621 - STORMWATER FUND	28,794.14
Fund: 631 - WASTEWATER FUND	88,564.58
Fund: 641 - CITYNET SERVICES FUND	126,892.47
Fund: 701 - CENTRAL GARAGE	13,935.44
Fund: 702 - FACILITY MAINT.FUND	47,221.99
Fund: 707 - TECHNOLOGY DEVELOPMENT	24,529.99
Fund: 711 - SELF INSURANCE	7,485.48
<b>Total:</b>	<b>1,719,144.50</b>

DocuSigned by:

*Bobby Magee*

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Bobby Magee, Interim Finance Director

10/29/2022

Date



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** November 8, 2022  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Bobby Magee, Interim Finance Director  
**PREPARED BY:** Esther Garibay-Fernandes, Financial Services Manager  
**SUBJECT:** Monthly Investment Report – September 2022

The table below summarizes the investment portfolio's total book value by Investment type.

<b>Investment Type</b>	<b>Total Book Value</b>
TriCounties Bank	\$11,956,851
Local Agency Investment Fund	25,955,526
San Mateo County Pool	27,154,744
Government Agency Investments	74,383,142
Municipal Bonds	27,328,667
Certificate of Deposit	500,000
Money Market Investments	260,375
<b>Total Investments</b>	<b>\$167,539,306</b>

Respectfully submitted,

  
Interim Finance Director

10/26/22  
Date



City of San Bruno  
567 El Camino Real  
San Bruno, CA 94066

**CITY OF SAN BRUNO**  
**Portfolio Summary**  
**September 30, 2022**

Investments	Coupon Rate	CUSIP	Book Value	Market Value	YTM	Maturity Date	% of Portfolio
<b>Short Term Investments</b>							
TriCounties Bank Cash Balance			11,956,851	11,956,851	0.00%	N/A	7%
<b>Pooled Investments</b>							
Local Agency Investment Fund			22,655,355	22,655,355	1.51%	NA	14%
Glenview Fire Local Agency Investment Fund			3,300,171	3,300,171	1.51%	NA	2%
<b>Total LAIF</b>			<b>25,955,526</b>	<b>25,955,526</b>			<b>15%</b>
San Mateo County Pool			27,154,744	27,154,744	1.34%		16%
<b>Money Market Investments</b>							
U.S. Government Money Market		31846V567	260,375	260,375	0.30%	NA	0%
<b>Total Money Market Investments</b>			<b>260,375</b>	<b>260,375</b>			
<b>Certificate of Deposit</b>							
Morgan Stanley Bank Brokered CD	1.95%	61690UPF1	250,000	237,923	1.84%	November 29, 2024	0.15%
Morgan Stanley Private Bank Brokered CD	1.90%	61760A3L1	250,000	237,668	1.80%	November 29, 2024	0.15%
<b>Total Certificate of Deposit</b>			<b>500,000</b>	<b>475,590</b>			<b>0%</b>
<b>Total Short Term Investments</b>			<b>65,827,497</b>	<b>65,803,087</b>			
<b>Municipal Bonds</b>							
San Francisco Ca City/County Pub Util	0.50%	79771FAW7	1,631,308	1,578,500	0.78%	November 1, 2023	1%
Riverside Community College Non-Callable GO	3.61%	76886PFF5	1,080,380	986,000	0.70%	August 1, 2024	1%
California St Univ Revenue Txbi Ref Ser B	2.18%	13077DHM7	1,547,193	1,449,214	1.51%	November 1, 2024	1%
California St Federally Taxable Var	3.38%	13063DGB8	1,105,910	975,972	0.69%	April 1, 2025	1%
California St Federally Taxable Var	3.38%	13063DGB8	1,466,885	1,294,535	0.65%	April 1, 2025	1%
University Calif Revs Taxable Gen Bds	0.88%	91412HGE7	1,513,455	1,365,540	0.65%	May 15, 2025	1%
Los Angeles Calif Comm Coll Dist GOB Unlimited Tax	0.77%	54438CYK2	2,000,000	1,795,300	0.77%	August 1, 2025	1%
California St Univ Revenue	0.89%	13077DML3	1,459,170	1,342,410	1.64%	November 1, 2025	1%
California St Taxable Various GOB	2.65%	13063DMA3	1,068,690	939,490	1.07%	April 1, 2026	1%
Pasadena USD non-callable GOB	2.07%	702282QD9	1,043,920	917,120	1.09%	May 1, 2026	1%
Los Angeles Unified SD non-callable	1.46%	544547FC9	2,009,340	1,765,420	1.35%	July 1, 2026	1%
Southern California St Public Pwer Auth	1.26%	842475P82	1,555,751	1,411,300	1.77%	July 1, 2026	1%
San Jose CA Redev Agy Successor Agy Tax Allocation	3.18%	798170AJ5	1,405,984	1,255,032	1.51%	August 1, 2026	1%
San Jose CA Redev Agy Successor Agy Tax Allocation	3.18%	798170AJ5	1,223,083	1,091,768	2.09%	August 1, 2026	1%
Cupertino UHSD Taxable non-callable GOB	2.15%	231237P28	1,057,240	920,350	0.96%	August 1, 2026	1%
Santa Monica CCD taxable non-callable GOB	1.04%	802385RR7	755,235	662,115	0.90%	August 1, 2026	0%
Los Angeles Calif Comm Coll Dist GOB Unlimited Tax	1.17%	54438CYL0	998,010	877,330	1.22%	August 1, 2026	1%
San Dieguito CA Union High Sch Dist	1.86%	797508HF8	987,050	906,310	2.17%	August 1, 2026	1%
California St Taxable BID non-callable	2.38%	13063DRD2	736,400	648,160	1.28%	October 1, 2026	0%
California St Taxable BID non-callable	2.38%	13063DRD2	743,022	653,989	1.37%	October 1, 2026	0%
California St Univ Revenue	1.14%	13077DQE5	949,640	872,440	1.14%	November 1, 2026	1%
Los Angeles CA Dept of ARPTS ARPT Revenue	1.10%	544445TW9	991,001	947,588	3.74%	May 15, 2027	1%
<b>Total Municipal Bonds Investments</b>			<b>27,328,667</b>	<b>24,655,882</b>			<b>16%</b>



City of San Bruno  
567 El Camino Real  
San Bruno, CA 94066

**CITY OF SAN BRUNO**  
**Portfolio Summary**  
**September 30, 2022**

Investments	Coupon Rate	CUSIP	Book Value	Market Value	YTM	Maturity Date	% of Portfolio
<b>US Treasuries &amp; Agencies</b>							
U.S. Treasury Notes	2.88%	9128285K2	1,509,141	1,477,380	0.53%	October 31, 2023	1%
U.S. Treasury Notes (WIT)	0.50%	91282CDM0	999,398	957,070	0.53%	November 30, 2023	1%
U.S. Treasury Notes	0.75%	91282CDR9	1,457,168	1,435,965	2.48%	December 31, 2023	1%
U.S. Treasury Notes	0.88%	91282CDV0	1,972,344	1,910,700	1.59%	January 31, 2024	1%
U.S. Treasury Notes	0.13%	91282CBM2	1,957,031	1,889,140	1.20%	February 15, 2024	1%
U.S. Treasury Notes	0.25%	91282CBR1	1,963,906	1,886,020	1.10%	March 15, 2024	1%
U.S. Treasury Notes	2.25%	9128286R6	1,541,836	1,452,300	1.02%	April 30, 2024	1%
U.S. Treasury Notes	2.00%	912828XT2	1,542,656	1,444,635	0.82%	May 31, 2024	1%
U.S. Treasury Notes	1.75%	9128286Z8	1,536,680	1,436,130	0.77%	June 30, 2024	1%
U.S. Treasury Notes	0.38%	91282CCL3	1,981,406	1,867,420	0.73%	July 15, 2024	1%
U.S. Treasury Notes	1.25%	912828YE4	1,013,750	945,160	0.75%	August 31, 2024	1%
U.S. Treasury Notes	0.38%	91282CCX7	1,991,563	1,855,400	0.52%	September 15, 2024	1%
U.S. Treasury Notes	1.50%	912828YM6	3,611,016	3,309,705	0.54%	October 31, 2024	2%
U.S. Treasury Notes	2.25%	912828G38	2,115,000	1,918,440	0.53%	November 15, 2024	1%
U.S. Treasury Notes	1.75%	912828YY0	2,081,563	1,895,000	0.58%	December 31, 2024	1%
U.S. Treasury Notes	1.38%	912828Z52	2,055,313	1,873,280	0.60%	January 31, 2025	1%
U.S. Treasury Notes	1.13%	912828ZC7	2,036,016	1,857,340	0.63%	February 28, 2025	1%
U.S. Treasury Notes	0.50%	912828ZF0	1,989,219	1,824,620	0.64%	March 31, 2025	1%
U.S. Treasury Notes	0.25%	912828ZW3	1,963,750	1,795,080	0.71%	June 30, 2025	1%
U.S. Treasury Notes	0.25%	91282CAB7	1,305,746	1,184,325	0.60%	July 31, 2025	1%
U.S. Treasury Notes	0.25%	91282CAJ0	1,958,750	1,781,640	0.75%	August 31, 2025	1%
U.S. Treasury Notes	0.25%	91282CAM3	1,967,446	1,777,500	0.63%	September 30, 2025	1%
U.S. Treasury Notes	0.26%	91282CAT8	1,465,547	1,328,385	0.76%	October 31, 2025	1%
U.S. Treasury Notes	0.38%	91282CAZ4	1,962,891	1,773,200	0.78%	November 30, 2025	1%
U.S. Treasury Notes	0.38%	91282CBC4	1,971,878	1,768,520	0.69%	December 31, 2025	1%
U.S. Treasury Notes	0.38%	91282CBH3	970,234	880,860	1.10%	January 31, 2026	1%
U.S. Treasury Notes	1.57%	912828P46	2,075,391	1,836,640	0.84%	February 15, 2026	1%
U.S. Treasury Notes	0.51%	91282CBQ3	1,966,172	1,764,760	0.85%	February 28, 2026	1%
U.S. Treasury Notes	0.75%	91282CBT7	1,884,859	1,687,067	0.91%	March 31, 2026	1%
U.S. Treasury Notes	0.75%	91282CBW0	1,987,813	1,771,020	0.88%	April 30, 2026	1%
U.S. Treasury Notes	1.63%	912828R36	1,456,000	1,279,628	0.80%	May 15, 2026	1%
Federal Home Loan Bank	0.88%	3130AN4T4	1,148,747	1,019,406	0.90%	June 12, 2026	1%
U.S. Treasury Notes	0.63%	91282CCP4	992,773	874,570	0.77%	July 31, 2026	1%
U.S. Treasury Notes	0.75%	91282CCW9	1,997,813	1,753,980	0.77%	August 31, 2026	1%
U.S. Treasury Notes	1.63%	912828YG9	1,034,219	907,890	0.92%	September 30, 2026	1%
U.S. Treasury Notes (WIT)	0.88%	91282CCZ2	997,227	879,730	0.93%	September 30, 2026	1%
U.S. Treasury Notes (WIT)	1.13%	91282CDG3	995,391	886,166	1.22%	October 31, 2026	1%
U.S. Treasury Notes (WIT)	1.13%	91282CDG3	996,367	887,035	1.20%	October 31, 2026	1%
U.S. Treasury Notes (WIT)	1.25%	91282CDK4	1,501,684	1,334,820	1.23%	November 30, 2026	1%
U.S. Treasury Notes	1.25%	91282CDQ1	1,647,422	1,465,596	1.28%	December 31, 2026	1%
U.S. Treasury Notes	1.25%	912828Z78	1,995,685	1,792,820	1.55%	January 31, 2027	1%
U.S. Treasury Notes	1.88%	91282CEC1	1,982,500	1,821,400	2.06%	February 28, 2027	1%
U.S. Treasury Notes	2.50%	91282CEF4	1,475,156	1,401,210	2.86%	March 31, 2027	1%
U.S. Treasury Notes	0.50%	912828ZN3	1,326,680	1,275,885	2.86%	April 30, 2027	1%
<b>Total U.S. Treasuries &amp; Agencies</b>			<b>74,383,142</b>	<b>68,164,837</b>			<b>44%</b>
<b>TOTAL PORTFOLIO</b>			<b>167,539,306</b>	<b>158,623,805</b>	<b>1.102%</b>		<b>100%</b>
<b>TOTAL INVESTMENTS, EXCLUDING BANK BALANCE</b>			<b>155,582,454</b>	<b>146,666,954</b>	<b>1.187%</b>		

There is adequate cash flow and maturity of investments to meet the City's needs for the next six months.

Prepared By:  10/21/2022

Reviewed By:  10/26/22

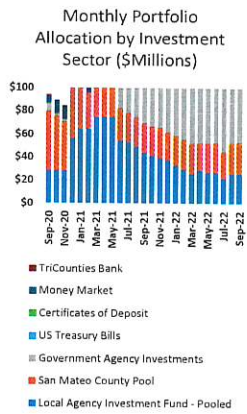




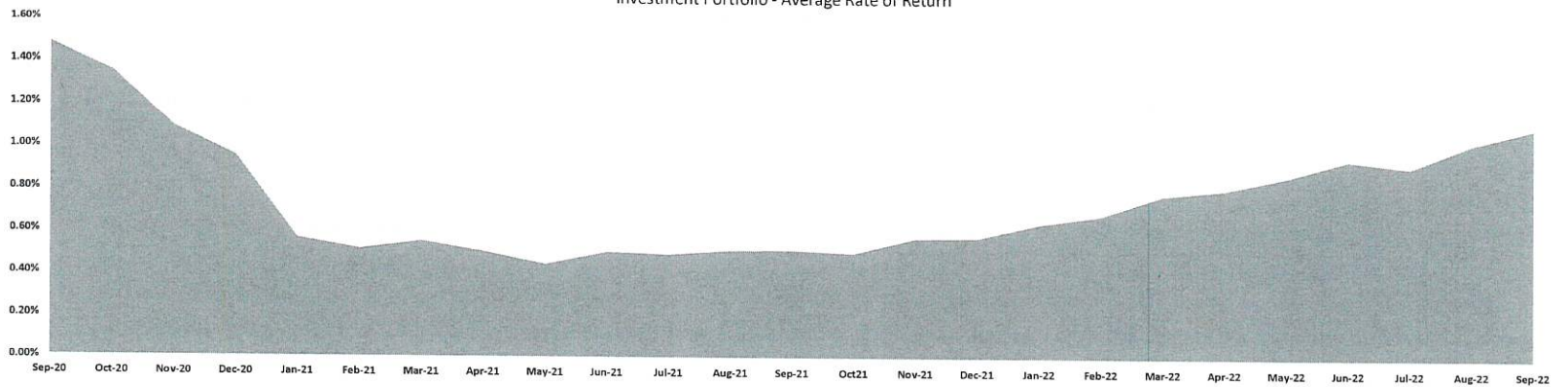
CITY OF SAN BRUNO  
Portfolio Summary Metrics  
September 30, 2022

Monthly Portfolio Allocation by Investment Sector (\$Millions)

	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
TriCounties Bank	\$15.5	\$17.8	\$22.3	\$16.4	\$14.5	\$22.9	\$7.8	\$10.3	\$17.1	\$12.8	\$14.9	\$16.6	\$16.4	\$21.5	\$16.5	\$17.4	\$17.3	\$20.1	\$20.1	\$17.9	\$15.8	\$13.2	\$29.4	\$16.3	\$11.9
Local Agency Investment Fund - Pooled	28.7	28.7	28.8	56.8	64.8	64.8	74.8	74.9	74.9	54.9	53.5	49.5	44.4	41.3	39.6	38.0	33.1	29.7	25.6	29.1	26.9	26.9	21.9	26.0	26.0
San Mateo County Pool	50.7	46.5	41.9	43.9	35.8	31.4	31.9	33.8	30.2	27.4	24.5	24.9	25.1	25.7	26.2	23.8	25.9	26.1	26.7	23.6	25.6	26.0	23.0	26.9	27.2
Government Agency Investments	7.0	2.0	2.0	1.0	0.0	0.0	9.4	9.3	12.2	35.9	37.0	38.0	44.0	44.0	52.5	57.2	62.7	66.6	68.6	73.1	74.4	74.4	74.4	74.4	74.4
Municipal Bond Investments	0.0	0.0	0.0	0.0	0.0	0.0	1.1	1.1	2.6	4.6	6.1	7.9	8.9	11.1	14.8	17.2	21.6	23.2	26.3	26.3	27.3	27.3	27.3	27.3	27.3
US Treasury Bills	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Certificates of Deposit	0.8	0.8	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Money Market	6.2	11.3	11.5	0.5	6.5	6.5	0.1	0.1	0.0	1.2	0.0	2.0	0.0	2.9	0.0	0.0	0.0	0.1	0.0	0.0	0.0	0.1	0.0	0.2	0.3
<b>Total</b>	<b>\$108.9</b>	<b>\$107.1</b>	<b>\$107.0</b>	<b>\$119.1</b>	<b>\$122.1</b>	<b>\$126.1</b>	<b>\$125.6</b>	<b>\$130.0</b>	<b>\$137.5</b>	<b>\$137.3</b>	<b>\$136.5</b>	<b>\$139.4</b>	<b>\$139.3</b>	<b>\$147.0</b>	<b>\$150.1</b>	<b>\$154.1</b>	<b>\$161.1</b>	<b>\$166.2</b>	<b>\$167.8</b>	<b>\$170.5</b>	<b>\$170.5</b>	<b>\$168.4</b>	<b>\$176.5</b>	<b>\$171.6</b>	<b>\$167.5</b>
<b>Average Rate of Return</b>	<b>1.48%</b>	<b>1.35%</b>	<b>1.09%</b>	<b>0.95%</b>	<b>0.57%</b>	<b>0.51%</b>	<b>0.55%</b>	<b>0.50%</b>	<b>0.44%</b>	<b>0.50%</b>	<b>0.49%</b>	<b>0.51%</b>	<b>0.51%</b>	<b>0.50%</b>	<b>0.57%</b>	<b>0.57%</b>	<b>0.64%</b>	<b>0.68%</b>	<b>0.78%</b>	<b>0.81%</b>	<b>0.87%</b>	<b>0.95%</b>	<b>0.92%</b>	<b>1.03%</b>	<b>1.10%</b>



Investment Portfolio - Average Rate of Return





## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** November 8, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**PREPARED BY:** Jennifer Dianos, Assistant to the City Manager

**SUBJECT:** Receive Written Update on the City's Response Efforts to COVID-19

**BACKGROUND:** This report is to provide an update on the City's response efforts to COVID-19, while the Emergency Operations Center (EOC) is activated. The information provided in this report is as of the time it was produced and may be subject to change.

### **DISCUSSION:**

San Mateo County Health provides regular COVID-19 data dashboards through their website, [smchealth.org](https://smchealth.org). San Mateo County Health reports as of Oct. 27, 2022, there are a total of 325 cases within the last 30 days in the City of San Bruno and as of Oct. 26, 2022, approximately 94.7% of San Bruno residents are vaccinated. Additional statistics are attached to this report.

There are no City services or operational modifications to report to the City Council.

Since July 1, 2022, the City partnered with Curative to offer no out-of-pocket cost COVID-19 PCR testing to the San Bruno community. The EOC team worked to develop this partnership to provide a local resource to the community at a time when testing was limited and there was a high community interest. The City was recently notified by Curative that the testing kiosk, located at Narita Plaza, will close effective immediately. The City is currently working with Curative on the removal of the kiosk. Although testing will no longer be available at Narita Plaza, there are several other no out-of-pocket cost testing sites that are offered through San Mateo County. A full list of these sites is available at [smcgov.org/Testing](https://smcgov.org/Testing).

As we approach the winter season, the California Department of Public Health and San Mateo County Health recommend best practices to protect individuals and communities from the flu and COVID-19. Individuals are recommended to:

- Get the updated COVID-19 bivalent booster - visit [myturn.ca.gov](https://myturn.ca.gov) to find the closest pharmacy or clinic
- Wear a high-quality mask (N95, K95) in indoor public spaces, such as grocery stores
- Maintain improved ventilation throughout indoor spaces when possible and avoid closed spaces with poor ventilation
- Stay home if you feel sick and get tested right away

**FISCAL IMPACT:** Since the declaration of emergency in March of 2020, the City of San Bruno has recorded the emergency expenditure of \$200,120 out of the City's emergency reserve funds for COVID related operations. In total, the City has recorded a total COVID related expenditure of \$2.08 million including facilities enhancement projects (i.e. keyless entry system to City Hall), COVID-19 personal protective equipment (PPE) supplies, and initial response and adaptation to remote programming/services.

There are no additional expenditures to report for the specific period of this report.

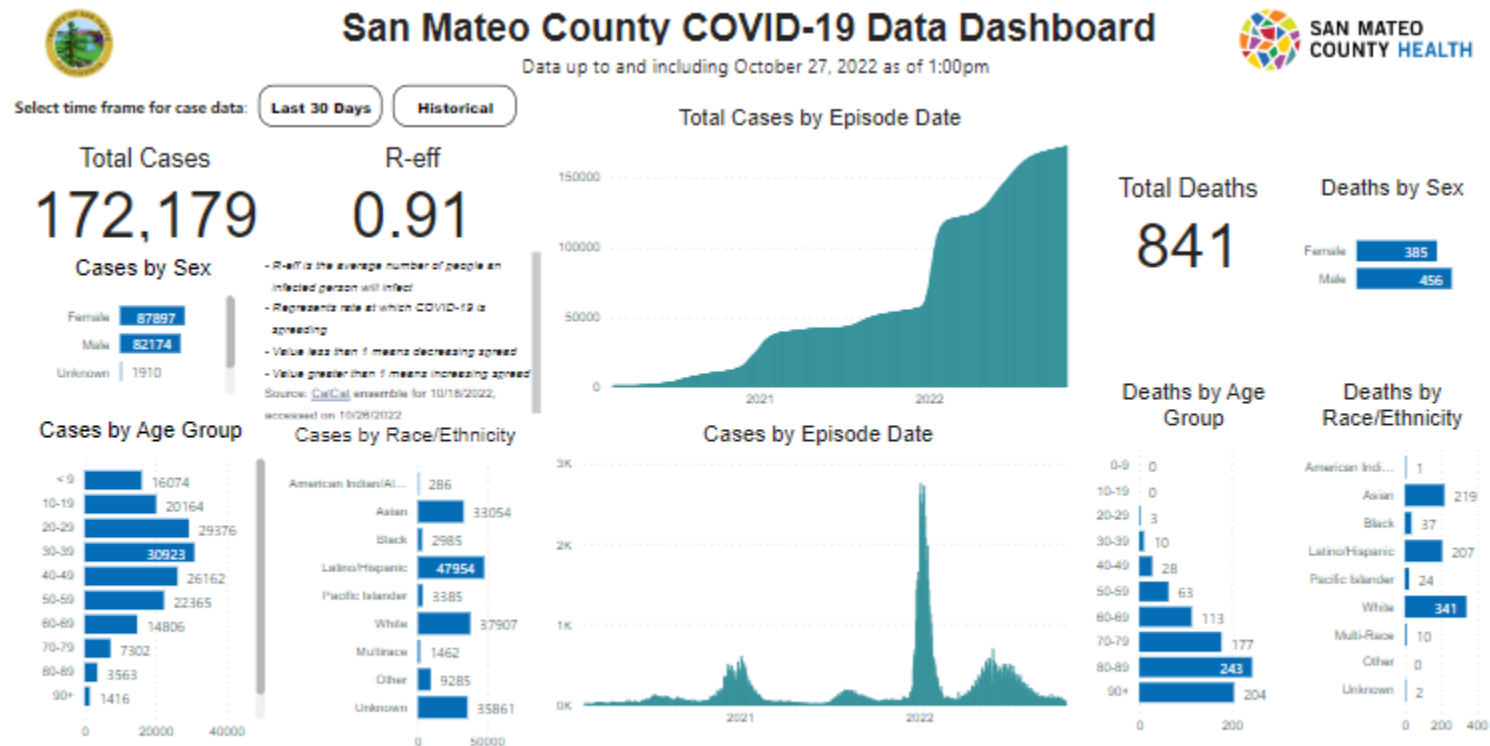
**ENVIRONMENTAL IMPACT:** There is no environmental impact. The action is not a project subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

**RECOMMENDATION:** Receive Written Update on the City's Response Efforts to COVID-19

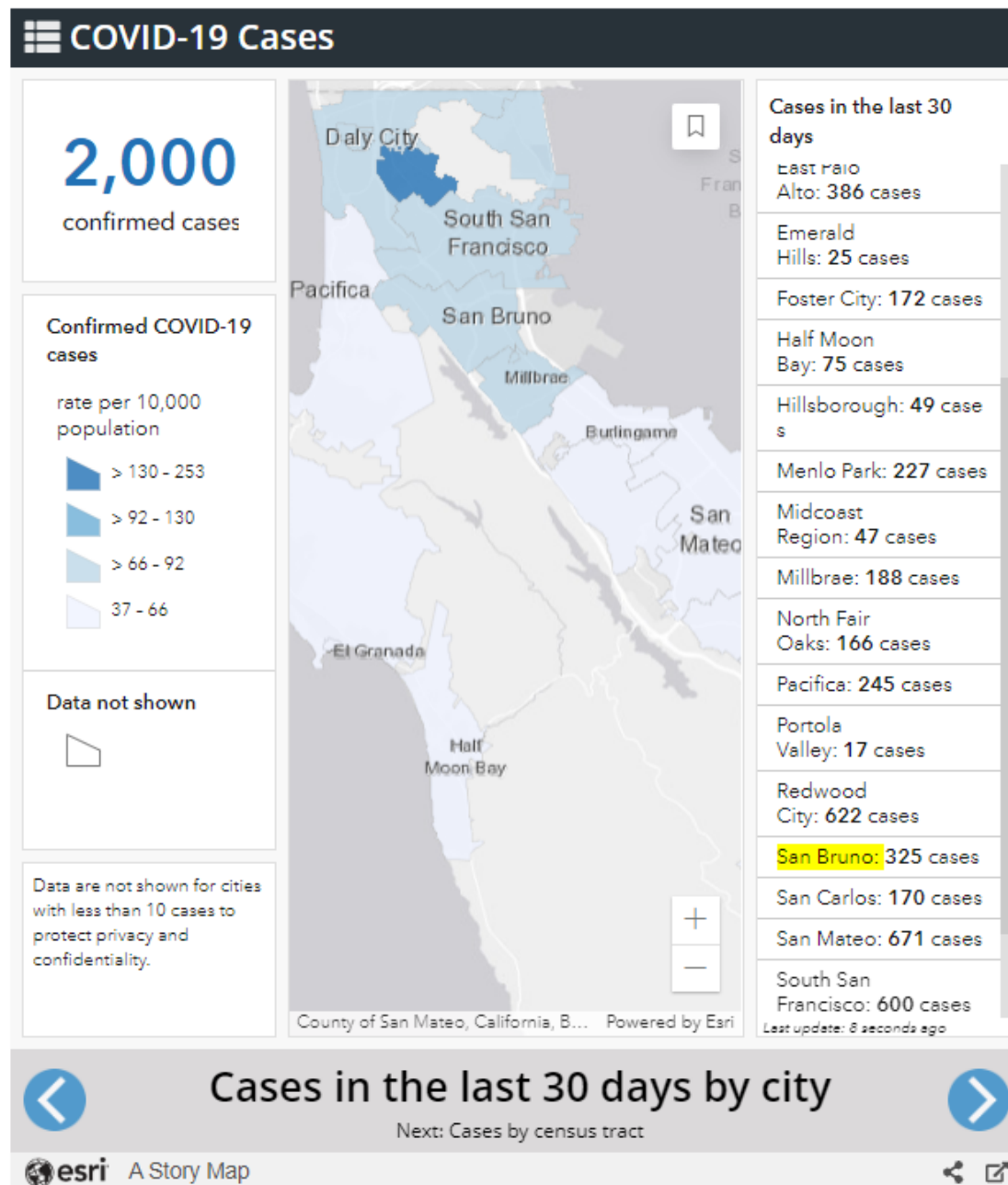
**ALTERNATIVES:** The City of San Bruno's Emergency Operations Center remains activated and there are no alternatives proposed at this time.

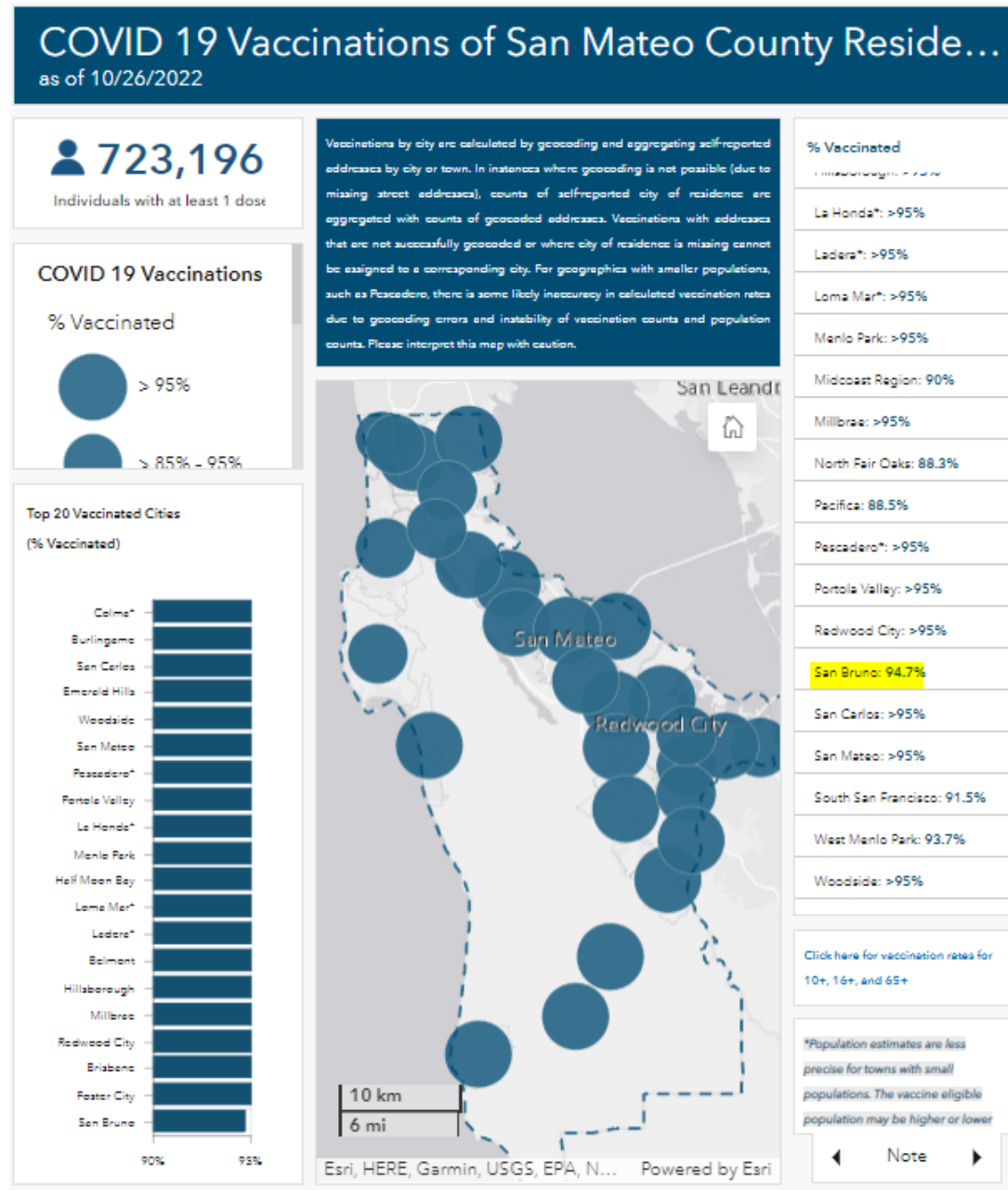
**ATTACHMENTS:** 1. San Mateo County Health Department COVID-19 Data Dashboard





Because of limited testing capacity, the number of cases detected through testing represents only a small portion of the total number of likely cases in the County. COVID-19 data are reported as timely, accurately, and completely as we have available. Data are updated as we receive information that is more complete and will change over time as we learn more. Cases are lab-confirmed COVID-19 cases reported to San Mateo County Public Health by providers, commercial laboratories, and academic laboratories, including reporting results through the California Reportable Disease Information Exchange. A lab-confirmed case is defined as detection of SARS-CoV-2 RNA in a clinical specimen using a molecular amplification detection test. Cases are counted by episode date; episode date is defined as the earliest of: case symptom onset date, sample collection date, date of laboratory result, or date of death. Deaths reported in this dashboard include only San Mateo County residents; death data last updated October 26, 2022.





Total Individuals Vaccinated  
**724,155**  
as of  
11/2/2022

County Population: 774,990  
% Vaccinated: 93%  
% Series Completed: 86%  
%5+ years 1st Additional/Booster dose: 64%  
%50+ years 2nd Booster dose: 37%  
%65+ years 2nd Booster dose: 46%

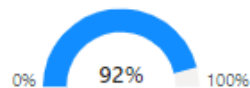
Date Administered  
from

8/1/2020 11/2/2022



Individuals Who Completed  
Vaccination Series  
**666,109**

% Completed Vaccination Series of  
those with at least 1 dose



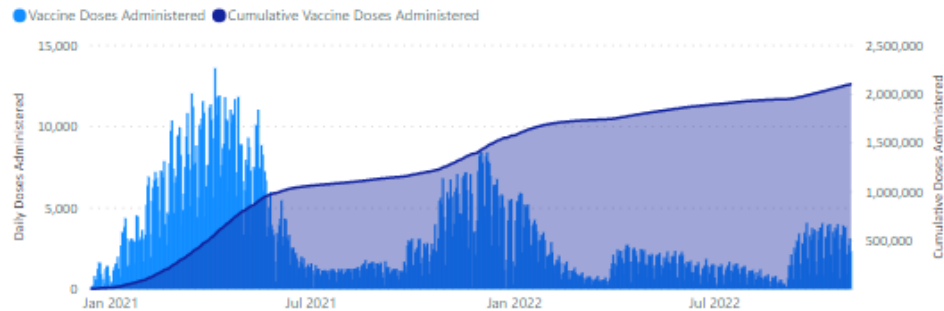
Total Vaccine Doses Administered  
**2,095,779**

Vaccinations administered as part of federal health care organizations or programs such as the Department of Veterans Affairs (VA) report to federal immunization systems, may not report into CAIR2, and may not be included in vaccination numbers on the dashboard.

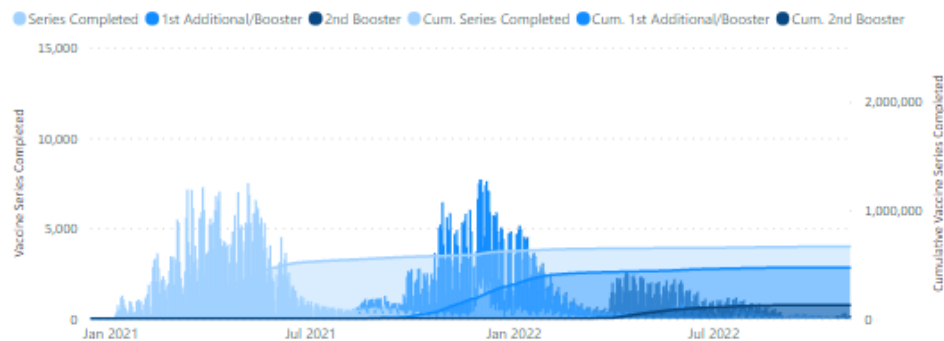
## COVID 19 Vaccinations of San Mateo County Residents

Vaccinations for San Mateo County residents are reported to SMC Public Health via the California Immunization Registry (CAIR2). COVID-19 vaccine administration data are reported as timely, accurately, and completely as data become available. Previous data will change as new and updated data are received.

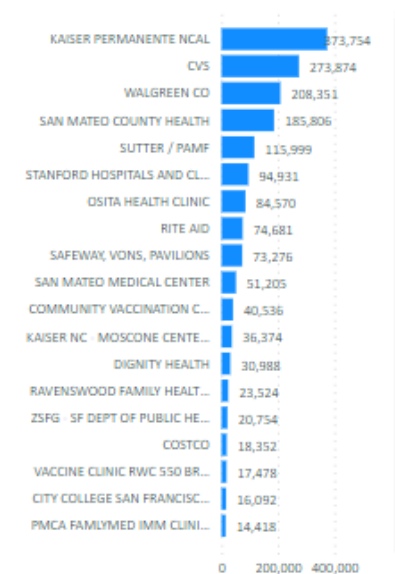
### Vaccine Doses Administered by Date



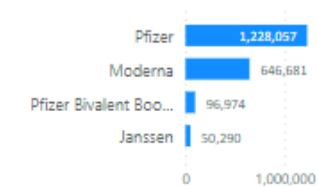
### Recipient Vaccination Status by Date



### Vaccines Administered By



### Vaccines Administered





## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** November 8, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**PREPARED BY:** Matthew Lee, Public Works Director

**SUBJECT:** Adopt Resolution Authorizing the City Manager to Execute an Agreement With TJKM Transportation Consultants for Traffic Engineering Services on an As-Needed Basis in the Amount of \$265,000

**BACKGROUND:** With a total street network of approximately 89 centerline miles, the City is responsible for the implementation and operation of all traffic control devices located within public right-of-way such as traffic signals, stop signs and pavement markings. As authorized by the San Bruno Municipal Code, the powers and duties of the traffic engineer consist of determining proper timing of traffic control devices, conducting engineering investigations of traffic conditions, and developing methods to improve traffic conditions.

The City has had a vacancy in the traffic engineering position since April 2020. Because of this, the City has had to utilize a consulting firm to provide as-needed traffic engineering services. In March 2020, the City issued a Request for Proposals (RFP) for consultants to perform as needed engineering services in the field of traffic engineering.

These services are overseen by the City Engineer, and include but are not limited to:

- Revising signal timing.
- Reviewing private development traffic impact analyses.
- Updating and executing the City's traffic calming program
- Evaluating traffic safety and parking requests.
- Reviewing more complex traffic control plans.
- Reviewing traffic related capital improvement projects
- Performing California Municipal Uniform Traffic Control Device warrant analyses.
- Analyzing requests for additional or enhanced pedestrian crossings,
- Representing the City on traffic engineering issues at community meetings

The RFP was directly distributed to the on-call traffic engineering consultants and an evaluation of proposals was conducted based on the following criteria:

- Understanding and approach;
- Qualification and experience of the traffic engineer and firm; and
- Qualifications related to traffic signal design, traffic studies and warrant analysis.

After evaluating the proposals, staff selected TJKM Transportation Consultants to serve in the role of consultant traffic engineer. Their proposal demonstrated a professional, well

qualified level of experience and expertise in traffic engineering. Furthermore, the firm's engineer that would be serving as our consultant traffic engineer had recent experience serving as City Traffic Engineer at other Bay Area municipalities including the Cities of Mountain View and Santa Clara.

**DISCUSSION:** Beginning in fiscal year 2022-23, the position of traffic engineer was reclassified from Associate Civil Engineer to Senior Civil Engineer to be commensurate with the responsibilities and expectations of that position. The City is actively working to fill this position as quickly as possible. However, to be conservative at this time, the City anticipates the continued need to utilize TJKM on an as-needed basis. Since they started working with the City in 2020, TJKM has developed valuable institutional knowledge of the City's network, policies and procedures. The cost for a consultant to provide traffic engineering services full time for one year is approximately \$480,000 while a full-time, permanent in-house senior civil engineer performing that same service would have a fully burdened rate of approximately \$185,000. Salary savings from that vacant position is proposed to be utilized along with \$80,000 from the Engineering Section's operating budget which was allocated in the Fiscal Year 2022-2023 budget for this purpose. The total not to exceed amount is \$265,000 for this contract agreement. This amount is sufficient for the consultant to provide professional traffic engineering services for approximately half time for one year.

**FISCAL IMPACT:** This agreement will authorize \$185,000 in salary savings and \$80,000 from the approved Engineering Section's operating budget for consultant services. Hourly rates for contract traffic engineering support is approximately \$230 per hour. Certain services, such as those for reviewing private land development projects, are directly reimbursable by applicants through developer reimbursement agreements. Pass through costs will not be included in the agreement not to exceed amount as they would not affect the Engineering Section's operating budget.

**ENVIRONMENTAL IMPACT:** The action is not a project subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

**RECOMMENDATION:** Adopt resolution authorizing the City Manager to execute an agreement with TJKM Transportation Consultants for traffic engineering Services on an as-needed basis in the amount of \$265,000.

**ALTERNATIVES:** 1. Do not authorize award of this contract and defer all City-related traffic engineering services, except on private land development projects, until a qualified engineer can be retained.

**ATTACHMENTS:** 1. Resolution

**RESOLUTION NO. 2022 - \_\_\_\_**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO AUTHORIZE AN AGREEMENT  
WITH TJKM TRANSPORTATION CONSULTANTS FOR TRAFFIC ENGINEERING  
SERVICES ON AN AS-NEEDED BASIS IN AN AMOUNT NOT TO EXCEED \$265,000**

**WHEREAS**, the City is responsible for the implementation and operation of all traffic control devices located within public right of way; and

**WHEREAS**, the City has been relying on a consultant traffic engineer to perform these services until a qualified engineer can be retained to provide these services in house; and

**WHEREAS**, the City has been unable to attract and recruit qualified engineers to perform traffic engineering for the past two years since the departure of the previous engineer in April 2020; and

**WHEREAS**, the position of traffic engineer was reclassified to Senior Civil Engineer to be commensurate with the responsibilities and expectations of that position; and

**WHEREAS**, despite that reclassification recruitment efforts continue to be unsuccessful; and

**WHEREAS**, in March 2020 the City issued a Request for Proposals for consultants to perform as-needed traffic engineering and TJKM Transportation Consultants was selected to serve in the role of consultant traffic engineer due to their level of experience and expertise in the field of traffic engineering; and

**WHEREAS**, the cost for a consultant to provide traffic engineering services full time for one year is approximately \$480,000 while an in-house senior civil engineer performing that same service would have a fully burdened rate of approximately \$185,000; and

**WHEREAS**, with the continued need for traffic engineering support by the City, TJKM Transportation Consultants is recommended to continue serving in as-needed basis until the vacant engineer position can be filled; and

**WHEREAS**, salary savings in the amount of \$185,000 from that vacant position is proposed to be utilized along with \$80,000 from the Engineering Section's operating budget for a total not to exceed amount of \$265,000; and

**NOW, THEREFORE, BE IT RESOLVED** that the San Bruno City Council authorizes the City Manager to authorize an agreement with TJKM Transportation Consultants for Traffic Engineering Services on an as-needed basis in an amount not to exceed \$265,000.

Dated: November 8, 2022

-o0o-

I, Vicky Hasha, Deputy City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 8th day of November 2022 by the following vote:

AYES:	Councilmembers:	_____
NOES:	Councilmembers	_____
ABSENT:	Councilmembers:	_____

ATTEST:

\_\_\_\_\_  
Vicky Hasha  
Deputy City Clerk





## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** November 8, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**PREPARED BY:** Darcy Smith, Assistant City Manager

**SUBJECT:** Waive Second Reading and Adopt an Ordinance Amending Article III (Zoning) of Title 12 (Land Use) of the Municipal Code by Adding Chapter 12.265 (Bayhill Specific Plan Area Development Impact Fee) and Amending Chapter 12.260 (Development Impact Fee)

**BACKGROUND:** On October 25, 2022, the City Council held a Public Hearing to 1) introduce, read by title only, and waive further reading of an ordinance amending Article III (Zoning) of Title 12 (Land Use) of the Municipal Code by adding Chapter 12.265 (Bayhill Specific Plan Area Development Impact Fee) and amending Chapter 12.260 (Development Impact Fee); and 2) adopt a resolution setting the rate of the Bayhill Specific Plan Area Development Impact Fee. The City Council voted 4-0, with one recusal, to introduce the ordinance and adopt the resolution.

The ordinance and resolution provide a comprehensive Area Development Impact Fee ("Area DIF") program to implement the Bayhill Specific Plan, which was adopted by the City Council on September 28, 2021. This is a long-range planning document that establishes a regulatory framework for guiding private and public development within the Bayhill Specific Plan Planning Area over the next 20 years. The Bayhill Specific Plan Area comprises approximately 92.2 acres and is generally bounded by Interstate 280 to the west and 380 to the north, El Camino Real to the east (but exclusive of the properties fronting El Camino Real), and San Bruno Avenue West to the south from Interstate 280 to Elm Avenue.

**DISCUSSION:** The purpose of this consent item is to serve as a second reading and action for adoption of the ordinance. No changes have been made to this ordinance since its introduction. The ordinance is presented as Attachment 1.

As presented in the staff report on October 25, 2022, development impact fees are one-time charges on new development projects collected and used by the City to cover the cost of capital facilities and infrastructure needed to serve new development. The Bayhill ADIF program would be applicable to future development in the Plan Area only and will not replace or exempt development from paying other City fees, including the current city-wide Development Impact Fee. Impact Fees are regulated by (AB) 1600, the Mitigation Fee Act (Government Code Section 66000 et seq.). The City prepared a Nexus Study, which was presented to the City Council on October 25<sup>th</sup>. The Nexus Study provides the analysis to determine the maximum allowable fees that the City can charge for facilities and infrastructure consistent with the legal requirements of state law. These impact fees are required to be utilized for capital facility and infrastructure improvements only to fund facility needs created by new development rather than

existing deficiencies. The fees are based on a rational nexus between new development and the costs of the capital facilities and infrastructure needed to accommodate such development.

#### Nexus Study and Capital Improvement Plan

The Nexus Study relies on a Bayhill Area DIF Capital Improvement Plan approved by the City Council in conjunction with the Bayhill Area DIF Program. The Capital Improvement Plan presented in the Nexus Study is derived from the infrastructure projects/capital improvements identified in the Bayhill Specific Plan Table 7-1, with some minor modifications. The Specific Plan identified these improvements as necessary to accommodate the level of service standards embodied therein or in the City's General Plan as well as address mitigations identified through the Environmental Impact Report (EIR). The list of improvements included in the Nexus Study reflect those included in the Specific Plan; however, the costs have been updated to reflect updated information provided by the Public Works Department and in consultation with transportation engineers from Fehr & Peers.

Consistent with the requirements of State law, the Area DIF calculation excludes the cost of infrastructure improvements that are necessary to address existing deficiencies and/or serve other areas of the city. Thus, this analysis does *not* include costs that are needed to address existing deficiencies or maintenance projects—only upgrades to expand system capacity. Estimated total infrastructure hard and soft costs total \$45.6 million, in February 2022 dollars. Approximately 29 percent (\$13,010,000) of the \$45.6 million listed in the Bayhill Area DIF CIP have been allocated to new development in the Plan Area. In other words, 71 percent of the costs have been allocated to address either existing infrastructure needs and/or development elsewhere in the city.

#### Maximum Allowable and Recommended Area Development Impact Fees

The following table provides the maximum allowable Bayhill ADIF supported by the nexus findings and analysis of the estimated costs of required capital infrastructure and facilities contained in the Nexus Study. These fees were adopted by Resolution on October 25, 2022. The fee would be applied to all new office, retail, hotel, multifamily residential projects, and accessory dwelling units over 750 square feet in area within the Plan Area. The Specific Plan does not allow for single-family home development, so there is no fee for that land use.

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Land Use Category	Fee Amount / Unit <sup>1</sup>
<hr/>	
Office	\$6.17 per sq.ft.
Retail	\$32.46 per sq.ft.
Hotel	\$5,739 per hotel room
Multi-Family Residential	
Units equal to or less than 407 sq.ft.	\$3,524 per unit
Units between 407-2,034 sq.ft.	\$8.66 per sq.ft.
Units equal to or greater than 2,034 sq.ft.	\$17,618 per unit

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[1] Fee includes a 5% administrative charge to cover cost of implementing and administering the Bayhill Area DIF Program.

If implemented at the maximum levels shown above, the proposed impact fee program would generate revenue to cover nearly 29%, or approximately \$13 Million, of the total capital facilities identified in the fee program. All fees are expressed in February 2022 dollars. The ordinance includes a provision to index these amounts annually based on the California Construction Cost Index for San Francisco, California published by the Engineer News Record (or any successor to such index) to account for inflation.

The Bayhill ADIF Program will be independent and in addition to all other City development impact fees that may also be applicable to the Plan Area, including the City-Wide Development Impact Fee. This is because the Bayhill Area DIF Program does not include the costs of any infrastructure projects that are included in the other development impact fee programs.

#### Ordinance Summary

A summary of the Bayhill Specific Plan Area Development Impact Fee Ordinance is provided below.

**Fees Imposed:** The Bayhill Specific Plan Area Development Impact Fee is imposed upon each development project in the Bayhill Specific Plan Area as a condition of development. The fee is imposed on the following development projects:

- Non-Residential Development Projects;
- Multi-family and ADU Residential Development Projects; and,
- Mixed Residential and Non-Residential Development Projects.

**Fees due at Building Permit Issuance:** Developers are required to pay the Bayhill Area Development Impact Fees prior to the issuance of the building permit. The fee for a development project will be calculated at the rates in effect as of the date the fee is paid. The City will not issue a building permit for a development project unless the fee has been paid. For purposes of this Ordinance, a Building Permit is defined as, "A full structural building permit as well as partial permit such as foundation-only permits."

**Credit for Redevelopment:** When a development project involves the demolition of an existing structure and its replacement with a new structure, the developer is entitled to credits against the fees. In order to qualify for a credit, the developer must demonstrate that the building was either occupied by a resident (for a residential building) or a business (for a non-residential building) during six of the twelve months prior to the date of a complete and adequate building permit application. The credit will be calculated for the fee that would be charged for the development of the structure to be demolished, calculated at the rate in effect on the date the fee is paid.

**Annual Reporting:** The City will comply with the public reporting requirements in Sections 660010 and 66006 of the California Government Code.

**Appeals:** The developer may submit an appeal to the City Manager if they believe the Area Development Impact Fees have been calculated incorrectly by the City or that the fee is not reasonably related to the impact of the developer's project on the Bayhill Specific Plan Area facilities. The City Manager will have 30 days to respond to the appeal after it has been filed, either by determining that the original calculated amount was correct, or by determining that a revised amount should be due. If the City Manager determines that the correct fee is less than the amount already paid to the City, the City will refund to the Developer the amount of the

overpayment. If the City Manager determines that the correct fee is greater than the amount already paid to the City, the developer will pay to the City the amount of the underpayment.

**Annual Inflation Adjustment:** Each July 1, beginning July 1, 2023, the rate of the Fee will be automatically adjusted to reflect the change in the California Construction Cost Index for San Francisco, California published by the Engineer News Record (or any successor to such index). This is the standard index used for this purpose.

**Development Impact Fee Administration:** Once adopted, fees will start to be collected for new development projects within the Bayhill Specific Plan area. Fees will be deposited into a specific and separate account and tracked separately from other City revenues. The fees will be expended by the City to fund improvements to public infrastructure necessary to accommodate growth consistent with the Bayhill Specific Plan and level of service requirements.

Modifications to Chapter 12.260 (Development Impact Fees)

The Ordinance also proposes specific amendments to Chapter 12.260 (Development Impact Fees) of the San Bruno Municipal Code. The proposed amendments, which are outlined below will ensure that Chapter 12.265 and Chapter 12.260 are consistent with one another.

**Fees Imposed:** Chapter 12.260.030 of the San Bruno Municipal Code will be amended to clarify that City-Wide Development Impact fees are imposed on the following development projects:

- Non-Residential Development Projects;
- Multi-family, Single-family, and ADU Residential Development Projects; and,
- Mixed Residential and Non-Residential Development Projects.

**Fees dues at Building Permit Issuance:** Chapter 12.260.050(B) of the San Bruno Municipal Code will be amended by requiring the fees for a development project to be calculated at the rates in effect as of the date the fees are paid. Currently, Chapter 12.260.050(B) specifies that fees will be calculated at the rates in effect as of the date the developer submits a complete and adequate application for a building permit. Basing the fee calculation on the date the fees are paid is consistent with the methodology used to calculate other fees in the City's Master Fee Schedule.

**Credit for Redevelopment:** Chapter 12.260.060 of the San Bruno Municipal Code will be amended to specify that each credit will be equal to the fee that would be charged for the development of the structure to be demolished, calculated at the rate in effect on the date the fees are paid. Currently, Chapter 12.260.060 specifies that each credit will be equal to the fee that would be charged for the development of the structure to be demolished, calculated at the rate in effect on the date the developer submits a complete and adequate application for the associated building permit.

**Annual Report:** Chapter 12.260.090 of the San Bruno Municipal Code will be amended to specify that the City will comply with the public reporting requirements in Section 66001 and 66006 of the California Government Code.

**Annual Inflation Adjustment:** Chapter 12.260.120 of the San Bruno Municipal Code will be amended to specify that each July 1, the rate of the Fee will be automatically adjusted to reflect

the change in the California Construction Cost Index for San Francisco, California published by the Engineer News Record (or any successor to such index).

**Bayhill Specific Plan ADIF Program:** Chapter 12.260.130 of the San Bruno Municipal Code will be added to inform developers that the Bayhill Specific Plan Area Development Impact Fee Program applies separately from and in addition to the City-wide Development Impact Fees.

**NEXT STEPS:** Should the Council waive the second reading and adopt the ordinance, it would go into effect 30 days after adoption.

**FISCAL IMPACT:** If adopted, the Ordinance will allow City staff to begin assessing and collecting fees on development projects located within the Bayhill Specific Plan area. Per the Nexus Study, the fees collected to support the 17 Capital Improvement Projects in the Bayhill Specific Plan area are projected to generate approximately \$13 Million of Area Development Impact Fee revenue. This represents approximately 29 percent of the total revenue required in order to implement all capital facilities listed in the nexus study. Because impact fees can only be collected to fund a portion of any particular capital improvement, they will not fully pay for all facility and infrastructure improvements. The City must therefore continue to seek other financing mechanisms, such as Federal, State, and Regional fund/grant opportunities, or allocation of General Fund revenues to fully fund these capital improvements.

**ENVIRONMENTAL IMPACT:** Adoption of this ordinance is found to be categorically exempt from the California Environmental Quality Act because the adoption of this Ordinance is not a project, in that it is a government funding mechanism which does not involve any commitment to any specific project (CEQA Guidelines Section 15378(b)(4)), and because it can be seen with certainty that there is no possibility that the fees may have a significant effect on the environment, in that this ordinance contains no provisions modifying the physical design, development, or construction of residences or nonresidential structures CEQA Guidelines Section 15061(b)(3)). The authorization for and adoption of the fee is also not a project because a project does not include the creation of a governmental funding mechanism that does not involve any commitment to any specific project (CEQA Guidelines section 15378(b)(4)).

**RECOMMENDATION:** Waive Second Reading and Adopt an Ordinance Amending Article III (Zoning) of Title 12 (Land Use) of the Municipal Code by Adding Chapter 12.265 (Bayhill Specific Plan Area Development Impact Fee) and Amending Chapter 12.260 (Development Impact Fee).

**ALTERNATIVES:** Direct staff to make modifications to the Ordinance; substantive modifications will require re-introduction at a subsequent meeting.

**ATTACHMENTS:**

1. Ordinance

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO ADDING  
CHAPTER 12.265 (BAYHILL SPECIFIC PLAN AREA DEVELOPMENT IMPACT FEE) AND  
AMENDING CHAPTER 12.260 TO TITLE 12 (LAND USE) ARTICLE III (ZONING) OF THE  
CITY OF SAN BRUNO MUNICIPAL CODE**

**SECTION 1.** City Council makes the following findings:

**A.** The Mitigation Fee Act contained in Government Code 66000 *et seq.*, permits the City to impose development impact fees on new development for the purposes of funding the public facilities necessary to serve that new development.

**B.** The Bayhill Specific Plan was adopted by the City Council in 2021 and provides a land use and regulatory framework for redevelopment of the Bayhill Office Center and adjacent Bayhill Shopping Center for higher-intensity development.

**C.** The Bayhill Specific Plan identified improvements necessary to serve new development at the level of service standards embodied in the Specific Plan or in the City's General Plan as well as to address mitigations identified in the Bayhill Specific Plan Environmental Impact Report.

**D.** New development in the Bayhill Specific Plan Area will increase the demand for public facilities to serve that Area.

**E.** A Bayhill Specific Plan Area Development Impact Fee Program can help to ensure that developers pay a "fair share" of the capital costs associated with the public facilities that are necessitated by or serve development projects in that Area.

**F.** The Bayhill Specific Plan Area Development Impact Fee Program will not fund costs attributable to existing deficiencies in public facilities, but can include the costs attributable to the increased demand for public facilities reasonably related to a development project in order to (1) refurbish existing facilities to maintain the existing level of service or (2) achieve an adopted level of service that is consistent with the General Plan.

**G.** The Bayhill Specific Plan Area Development Impact Fee Program will be independent and in addition to all other City, County, other agency, or regional development impact fees that may also be applicable to the Specific Plan Area.

**H.** The City Council finds that the impact fees and charges imposed by this Ordinance are necessary and reasonable to implement the goals and objectives of the City's General Plan and the Bayhill Specific Plan and are permitted by California state law.

**I.** On October 25, 2022, the City Council held a duly noticed public hearing to consider the City's proposed new development fee at which time all interested persons were given an opportunity to comment.

**SECTION 2.** Chapter 12.265 (Bayhill Specific Plan Area Development Impact Fee) is hereby added to Title 12 (Land Use) Article III (Zoning) of the San Bruno Municipal Code, to read as follows:

## **CHAPTER 12.265**

### **BAYHILL SPECIFIC PLAN AREA DEVELOPMENT IMPACT FEE**

#### Sections:

12.265.010	Purpose
12.265.020	Definitions
12.265.030	Fee Imposed
12.265.040	Rate
12.265.050	Payment
12.265.060	Credit for Redevelopment
12.265.070	Improvement Agreement
12.265.080	Special Fund
12.265.090	Appeals
12.235.100	Inflation Adjustment

#### **12.265.010 Purpose**

The purpose of this chapter is to impose a fee upon development projects in the Bayhill Specific Plan Area to fund the costs of public facilities that are needed to serve demand created by those development projects. The amount of the fee will not include the costs attributable to demand generated by existing development.

#### **12.265.020 Definitions**

“Building Permit” means a full structural building permit as well as partial permits such as foundation-only permits.

“Certificate of occupancy” as used in this Chapter, has the same meaning as in California Government Code section 66007(e).

“Developer” means the owner of land that is to be developed as part of a Development Project; however, Developer does not include: (a) the City and or (b) the United States or any of its agencies, the State of California or any of its agencies, the California State University, the Regents of the University of California, a county, a county office of education, a city, a school district, community college district, or any other district, a public authority, or any other political subdivision or public corporation of the State of California.

“Development Project” or “Project” means a development or redevelopment project that requires a building permit under this code.

“Fee” means a fee imposed pursuant to Section 12.265.030 of this chapter.

## **12.265.030 Fee Imposed**

A. Except as otherwise provided in this chapter, the Bayhill Specific Plan Area Development Impact Fee is hereby imposed upon the Developer of each Development Project in the Bayhill Specific Plan Area as a condition of development. The boundaries of the Bayhill Specific Plan Area are set forth and depicted in Figure 1-2 of the Bayhill Specific Plan.

B. The Fee is imposed on the following Development Projects:

1. Non-Residential Development Projects.
  - a. New construction of gross square feet of space for non-residential uses.
  - b. Construction that includes the conversion of existing non-residential building space from one land use category to a different land use category that would change from a fee category with a lower fee to a fee category with a higher fee. There is no fee if the change in use is from a higher to a lower fee Category. No credit is given if there is a negative impact fee amount.
  - c. Construction that adds additional square footage with the expansion or interior alteration of an existing non-residential structure.

For Development Projects that include multiple non-residential land use types, the fees are calculated for each specific land use based on the floor plans submitted for the building permit. The use type is determined by the primary use, not uses that are accessory to the primary use.

2. Residential Development Projects
  - a. New construction of one or more residential dwelling units.
  - b. Construction that includes the conversion of existing non-residential building space to one or more residential dwelling units.
  - c. Construction that adds one or more residential dwelling units with the expansion or interior alteration of an existing residential structure.
3. Mixed Residential and Non-Residential Development Projects.
  - a. New construction of one or more residential dwelling units, or gross square feet of space for non-residential uses.

For Development Projects that include multiple land use types, the fees are calculated for each specific land use based on the floor plans submitted for the building permit. Accessory Dwelling Units are subject to applicable Development Impact Fees as specified in Chapter 12.90.080(D).

## **12.265.040 Rate**

The rate of the Fee shall be set by the City Council by ordinance or resolution. At the time it sets a rate, the City Council shall make each of the findings required by Section 66001(a) of the California Government Code.



#### **12.265.050 Payment**

A. Except as otherwise provided in this section, the Fee required by this chapter shall be paid prior to the issuance of a building permit for the Development Project. The City shall not issue a building permit for a Development Project unless the Fee has been paid.

B. Except as otherwise required by law, the Fee for a Development Project shall be calculated at the rates in effect as of the date the Fee is paid. A developer may pay all or a portion of the Fee owed at any time prior to issuance of the building permit, at the rate in effect at the time payment is made. For phased projects, the amount due shall be paid on a pro rata basis based on the ratio of the square footage, or housing units, of the phase being constructed to the entire square footage, or housing units, of the approved development, and each portion shall be paid prior to the issuance of any building permit for each phase.

C. If applicable state law does not permit the City to require payment of the Fee for a Development Project on the schedule set forth in Subdivision A of this section, then the Fee for that Development Project shall be paid on a lump sum basis for the entire Development Project at the earliest date that the City is permitted to require such payment under state law. If payment is to be made pursuant to this subdivision, the City shall not issue a building permit to the Developer until (i) the Developer and the City enter into a contract for delayed payment as authorized by Section 66007(c) of the California Government Code; (ii) such contract is recorded in the manner set forth in that Section; and (iii) unless the Developer is specifically exempt from such requirement under state law, the Developer posts a performance bond or a letter of credit from a federally insured, recognized depository institution to guarantee payment of the Fee.

#### **12.265.060 Credit For Existing Development**

Where the Development Project involves the demolition of an existing structure and its replacement with a new structure the Developer shall be entitled to credits against the Fee required by this chapter. A credit shall not be applied for any building or part of a building unless the Developer can establish, to the satisfaction of the City, that the building or part of building was either occupied by a resident (for a residential building) or occupied by a business that conducted actual business activities (for a non-residential building) during six of the twelve months prior to the date on which a complete and adequate building permit application for the Development is submitted. The credit shall be equal to the Fee that would be charged for the development of the structure to be demolished, calculated at the rate in effect on the date the Fee is paid. In no event shall the amount of the credit reduce the Fee for the Development Project below \$0, and a credit may not be transferred to any other Development Project or used for any purpose other than offsetting Fee imposed pursuant to this chapter.

#### **12.265.070 Improvement Agreement**

A. The City may, but is not required to, enter into an Improvement Agreement with a Developer pursuant to which the Developer will construct, pursuant to City standards and requirements, one or more public improvements that would otherwise be eligible for funding with the proceeds of the Fee.

B. The credit amount shall be the engineering and construction costs that would be reasonably incurred by the City in building the public facility, and shall not exceed the amount set forth in the Improvement Agreement.

C. The credit will be available to the Developer only upon completion of the public improvement to the satisfaction of the City.

D. The Improvement Agreement must be approved by the City Council and may include any additional terms as the City Council finds to be necessary or useful.

#### **12.265.080 Special Fund**

A. A Bayhill Specific Plan Area Development Impact Fee Fund shall be created.

B. When the City receives payment of the Fee pursuant to this chapter, that payment shall be deposited in the fund established pursuant to this Section in a manner that avoids any commingling of the Fee with other revenues and funds of the City, except for temporary investments.

C. Any interest income earned by moneys in the fund established pursuant to this Section shall also be deposited in that fund.

D. Moneys in the Bayhill Specific Plan Area Development Impact Fee Fund shall be expended by the City to fund improvements to public infrastructure necessary to accommodate growth consistent with the Bayhill Specific Plan and level of service requirements described therein.

#### **12.265.090 Annual Reporting**

For each separate account or the fund established pursuant to Section 12.265.080, the city shall comply with the public reporting requirements in Sections 66001 and 66006 of the California Government Code.

#### **12.265.100 Appeals**

A. If a Developer believes that the City incorrectly calculated the Fee applied to such Developer's Project or that the Fee is not reasonably related to the impact of the Developer's Project on the Bayhill Specific Plan Area facilities, the Developer may apply to the City Manager for an adjustment to the Fee.

B. Any such appeal must be made in writing, and must include a proposed revised Fee amount and an explanation of why the proposed revision constitutes a correct application of the terms of this Chapter and of any resolutions or other actions of the City Council that set the rate of the Fee or that otherwise affect the Fee.

C. The written appeal must be filed no later than the later of (i) ten days after the date on which the Fee becomes due or (ii) ten days after the date on which the Fee is paid. An appeal may be filed prior to payment of the Fee; however, full payment of the Fee, as calculated by the City shall remain a precondition to building permit issuance or the issuance of a certificate of occupancy or the conduct of a final inspection (as applicable) unless and until the City Manager makes a determination that revises the amount of the Fee.

D. The City Manager shall have thirty days to respond to the appeal after it has been filed, either by determining that the original calculated amount was correct, or by determining that a revised amount should be due. The determination of the City Manager is the

final determination of the City. If the City Manager does not respond to the appeal within the thirty day period, the appeal shall be deemed finally rejected.

E. If the City Manager determines that the correct Fee is less than the amount already paid to the City, the City will refund to the Developer the amount of the overpayment. If the City Manager determines that the correct Fee is greater than the amount already paid to the City, the Developer shall pay to the City the amount of the underpayment.

F. This Section does not excuse the Developer from compliance with Chapter 9 of Division 1 of Title 7 of the California Government Code (beginning with Section 66020) with respect to any matter subject to that chapter of the Government Code.

### **12.265.100 Inflation Adjustment**

Each July 1, beginning July 1, 2023, the rate of the Fee shall be automatically adjusted to reflect the change in the California Construction Cost Index for San Francisco, California published by the Engineer News Record (or any successor to such index) during the twelve months prior to the February proceeding that July 1. However, the City Council may, by resolution, prevent any such adjustment from taking effect.

**SECTION 3.** San Bruno Municipal Code Chapter 12.260 (Development Impact Fees) is amended as shown in underline for additions and ~~strike through~~ for deletions, as follows:

#### **12.260.010 Purpose.**

The purpose of this chapter is to impose fees upon development projects that fully or partially offset the costs of public facilities that are needed to serve demand created by that development project. The amount of fees will not include the costs attributable to demand generated by existing development.

#### **12.260.020 Definitions.**

“Building permit” means a full structural building permit as well as partial permits such as foundation-only permits.

“Developer” means the owner of land that is to be developed as part of a development project; however, developer does not include: (1) the city and/or (2) with respect to any fee other than the Utilities Facilities Impact Fee, the United States or any of its agencies, the state of California or any of its agencies, the California State University, the Regents of the University of California, a county, a county office of education, a city, a school district, community college district, or any other district, a public authority, or any other political subdivision or public corporation of the state of California.

“Development project” or “project” means a development or redevelopment project that requires a building permit under this code.

“Fee” means a fee imposed pursuant to Section 12.260.030 of this chapter.

12.260.030 Fees imposed.

A. Except as otherwise provided in this chapter, the following fees are hereby imposed upon the developer of each development project in the city as a condition of development:

Community Facilities Impact Fee;

Public Safety Facilities Impact Fee;

General Government Facilities Impact Fee;

Utilities Facilities Impact Fee;

Transportation Facilities Impact Fee.

B. The fee is imposed on the following Development Projects:

4. Non-Residential Development Projects.

- a. New construction of gross square feet of space for non-residential uses.
- b. Construction that includes the conversion of existing non-residential building space from one land use category to a different land use category that would change from a fee category with a lower fee to a fee category with a higher fee. There is no fee if the change in use is from a higher to a lower fee Category. No credit is given if there is a negative impact fee amount.
- c. Construction that adds additional square footage added with the expansion or interior alteration of an existing non-residential structure.

For Development Projects that include multiple non-residential land use types, the fees are calculated for each specific land use based on the floor plans submitted for the building permit. The use type is determined by the primary use, not uses that are accessory to the primary use.

5. Residential Development Projects

- a. New construction of one or more residential dwelling units.
- b. Construction that includes the conversion of existing non-residential building space to one or more residential dwelling units.
- c. Construction that adds one or more residential dwelling units with the expansion or interior alteration of an existing residential structure.

6. Mixed Residential and Non-Residential Development Projects.

- a. New construction of one or more residential dwelling units, or gross square feet of space for non-residential uses.

For Development Projects that include multiple land use types, the fees are calculated for each specific land use based on the floor plans submitted for the building permit. Accessory Dwelling Units are subject to applicable Development Impact Fees as specified in Chapter 12.90.080(D).

#### 12.260.040 Rate.

The rate of each fee shall be set by the city council by ordinance or resolution. At the time it sets a rate, the city council shall make each of the findings required by Section 66001(a) of the California Government Code.

#### 12.260.050 Payment.

A. Except as otherwise provided in this section, the fees required by this article shall be paid prior to the issuance of a building permit for the development project. The city shall not issue a building permit for a development project unless the fees have been paid.

B. The fees for a development project shall be calculated at the rates in effect as of the date the fees are paid~~developer submits a complete and adequate application for a building permit for the development project. A developer may pay all or a portion of the fee owed at any time prior to issuance of the building permit, at the rate in effect at the time payment is made.~~ For phased projects, the amount due shall be paid on a pro rata basis based on the ratio of the square footage, or housing units, of the phase being constructed to the entire square footage, or housing units, of the approved development, and each portion shall be paid prior to the issuance of any building permit for each phase.

C. If applicable state law does not permit the city to require payment of the fees for a development project on the schedule set forth in subsection A of this section, then the fees for that development project shall be paid on a lump sum basis for the entire development project at the earliest date that the city is permitted to require such payment under state law. If payment is to be made pursuant to this section, the city shall not issue a building permit to the developer until: (1) the developer and the city enter into a contract for delayed payment as authorized by Section 66007(c) of the California Government Code; (2) such contract is recorded in the manner set forth in that section; and (3) unless the developer is specifically exempt from such requirement under state law, the developer posts a performance bond or a letter of credit from a federally insured, recognized depository institution to guarantee payment of the fees.

#### 12.260.060 Credit for redevelopment.

Where the development project involves the demolition of an existing structure and its replacement with a new structure, the developer shall be entitled to credits against the fees required by this chapter. A credit shall not be applied for any building or part of a building unless the developer can establish, to the satisfaction of the city, that the building or part of building was either occupied by a resident (for a residential building) or occupied by a business that conducted actual business activities (for a non-residential building) during six of the twelve months prior to the date on which a complete and adequate building permit application for the development is submitted. A credit shall be calculated separately for each of the five fees imposed pursuant to Section 12.260.030 of this chapter. Each credit shall be equal to the fee that would be charged for the development of the structure to be demolished, calculated at the

rate in effect on the date the ~~fees are paid~~ ~~developer submits a complete and adequate application for his or her building permit~~. In no event shall the amount of the credit reduce any fee for the development project below zero dollars, and a credit may not be transferred to any other development project in the city, applied to any of the five fees other than the fee for which it was calculated or used for any purpose other than offsetting fees imposed pursuant to this chapter. For example, a credit calculated based on the rate for the Community Facilities Impact Fee may not be applied to any fee other than the Community Facilities Impact Fee.

#### 12.260.070 Improvement agreement.

A. The city may, but is not required to, enter into an improvement agreement with a developer pursuant to which the developer will construct, pursuant to city standards and requirements, one or more public improvements that would otherwise be eligible for funding with the proceeds of a fee.

B. The credit amount shall be the engineering and construction costs that would be reasonably incurred by the city in building the public facility, and shall not exceed the amount set forth in the improvement agreement.

C. The credit will be available to the developer only upon completion of the public improvement to the satisfaction of the city.

D. The credit shall be applied first to the fee that would otherwise be eligible to fund the public improvement. For example, a credit awarded for construction of a transportation facility shall be applied first against the Transportation Facilities Impact Fee for the development project. If the amount of the credit exceeds the amount of the associated fee, the credit may be applied to other fees due against the development project pursuant to this chapter. When a credit is applied against some other fee, an amount equal to the credit shall be transferred by the city from the fund established pursuant to Section 12.260.080 of this chapter for the associated fee to the fund established pursuant to Section 12.260.080 for the fee to which the credit is applied. For example, if a fifty thousand dollar credit for a transportation facility is applied to a Public Safety Facilities Impact Fee, then fifty thousand dollars shall be transferred from the city's Transportation Facilities Impact Fee Fund to the city's Public Safety Facilities Impact Fee Fund.

E. The improvement agreement must be approved by the city council and may include any additional terms as the city council finds to be necessary or useful. (Ord. 1869 § 3, 2019)

#### 12.260.080 Special funds.

A. The following accounts or funds shall be established:

Community Facilities Impact Fee Fund;

Public Safety Facilities Impact Fee Fund;

General Government Facilities Impact Fee Fund;

Utilities Facilities Impact Fee Fund;

Transportation Facilities Impact Fee Fund.

B. When the city receives payment of a fee pursuant to this chapter, that payment shall be deposited in the appropriate account or fund established pursuant to this section in a manner that avoids any commingling of the fees with other revenues and funds of the city, except for temporary investments.

C. Any interest income earned by moneys in an account or fund established pursuant to this section shall also be deposited in that account or fund.

D. Moneys in the Community Facilities Impact Fee Fund shall be expended by the city only for parkland acquisition and library, park and recreation improvements.

E. Moneys in the Public Safety Facilities Impact Fee Fund shall be expended by the city only for police and fire capital facilities and equipment.

F. Moneys in the General Government Facilities Impact Fee Fund shall be expended by the city only for community facilities and equipment necessary to maintain general government functions.

G. Moneys in the Utilities Facilities Impact Fee Fund shall be expended by the city only for water, sewer, storm drainage, and telecommunications infrastructure and equipment.

H. Moneys in the Transportation Facilities Impact Fee Fund shall be expended by the city only for transportation infrastructure.

#### 12.260.090 Annual Report

For each separate account or fund established pursuant to Section 12.260.080 of this chapter, the city shall comply with the public reporting requirements in Sections 66001 and 66006 of the California Government Code.

~~A. For each separate account or fund established pursuant to Section 12.260.080 of this chapter, the city shall, within one hundred eighty days after the last day of each fiscal year, make available to the public the information required by Section 66006(b)(1) of the California Government Code. The information may be included in the city's Consolidated Annual Financial Report or any other report prepared by the city, and need not be isolated in a separate document.~~

~~—B.—The city council shall review the information made available to the public pursuant to subsection A of this section at the next regularly scheduled public meeting not less than fifteen days after this information is made available to the public.~~

~~—C.—Notice of the time and place of the meeting where the city council will review the information, including the address where the information may be reviewed, shall be mailed, at least fifteen days prior to the meeting, to any interested party who files a written request with the city clerk for mailed notice of the meeting. Any written request for mailed notices shall be valid~~

~~for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year.~~

~~—D. For the fifth fiscal year following the first deposit into the accounts or funds established pursuant to Section 12.260.080 of this chapter, and every five years thereafter, the city council shall, in connection with its review conducted pursuant to subsection C of this section, make each of the findings required by Section 66001(d) of the California Government Code. (Ord. 1869 § 3, 2019)~~

## 12.260.100 Appeals.

A. If a developer believes that one or more of the fees applied to his or her project have been calculated incorrectly by the city, he or she may apply to the city manager for an adjustment to those fees.

B. Any such appeal must be made in writing, and must include a proposed revised fee amount and an explanation of why the proposed revision constitutes a correct application of the terms of this chapter and of any resolutions or other actions of the city council that set the rate of the fees or that otherwise affect the fees.

C. The written appeal must be filed no later than the later of: (1) ten days after the date on which the fee becomes due; or (2) ten days after the date on which the fee is paid. An appeal may be filed prior to payment of a fee; however, full payment of the fee, as calculated by the city shall remain a precondition to issuance of a certificate of occupancy or the conduct of a final inspection (as applicable) unless and until the city manager makes a determination that revises the amount of the fees.

D. The city manager shall have thirty days to respond to the appeal after it had been filed, either by determining that the original calculated amount was correct, or by determining that a revised amount should be due. The determination of the city manager is the final determination of the city. If the city manager does not respond to the appeal within the thirty day period, the appeal shall be deemed finally rejected.

E. If the city manager determines that the correct fee is less than the amount already paid to the city, the city will refund to the developer the amount of the overpayment. If the city manager determines that the correct fee is greater than the amount already paid to the city, the developer shall pay to the city the amount of the underpayment.

F. The appeals process set forth in this section applies solely to the case where the developer believes that the city has incorrectly applied the fees according to the city's ordinances, resolutions, city council actions, and regulations. It does not apply to any claim that any such approved ordinances, resolutions, actions or regulations exceed the authority of the city or violate state or federal law. This section does not excuse the developer from compliance with Chapter 9 of Division 1 of Title 7 of the California Government Code (beginning with Section 66020) with respect to any matter subject to that chapter of the Government Code.



#### 12.260.110 Regulations.

The city manager may promulgate such interpretive regulations for the application of this chapter as he or she finds necessary or useful.

#### 12.260.120 Inflation adjustment.

Each July 1, ~~beginning July 1, 2020,~~ each rate automatically adjusted to reflect the change in the California Construction Cost Index for San Francisco, California published by the Engineer News Record (or any successor to such index) during the twelve months prior to the February proceeding that July 1. However, the City Council may, by resolution, prevent any such adjustment from taking effect. ~~However, any such adjustment shall take effect only if approved by the city council, by resolution, and shall take effect no earlier than sixty days following such approval.~~

#### 12.260.130 Bayhill specific plan area development impact fee program.

The Bayhill Specific Plan Area Development Impact Fee Program applies separately from and in addition to the Fees set forth in this Chapter. The Bayhill Specific Plan Area Development Impact Fee Program is set forth in Chapter 12.265 of Title 12 (Land Use) and applies to all Development Projects within the Bayhill Specific Plan Area.

**SECTION 4.** Adoption of this ordinance is found to be categorically exempt from the California Environmental Quality Act because the adoption of this Ordinance is not a project, in that it is a government funding mechanism which does not involve any commitment to any specific project (CEQA Guidelines Section 15378(b)(4)), and because it can be seen with certainty that there is no possibility that the fees may have a significant effect on the environment, in that this ordinance contains no provisions modifying the physical design, development, or construction of residences or nonresidential structures CEQA Guidelines Section 15061(b)(3)). The authorization for and adoption of the fee is also not a project because a project does not include the creation of a governmental funding mechanism that does not involve any commitment to any specific project (CEQA Guidelines section 15378(b)(4); the proposed ordinance commits no fees to any specific project.

**SECTION 6.** If any section, subsection, sentence, clause or phrase of the ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it should have adopted the ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional.

**SECTION 7.** The City Manager is hereby authorized and directed to take other actions on behalf of City, which are not expressly and specifically reserved for the City Council, to implement and effectuate this ordinance. The City Clerk is directed to codify this ordinance in a manner which best reflects the legislative intent of the City Council in enacting this ordinance. The City Clerk is directed to resolve any numbering conflicts accordingly.

**SECTION 8.** The City Clerk shall publish this ordinance in accordance with applicable law.

**SECTION 9.** Effective date. This ordinance shall take effect thirty (30) days from the date of its passage. This ordinance shall be published according to law.

ATTEST:

\_\_\_\_\_  
Rico E. Medina, Mayor

\_\_\_\_\_  
Vicky S. Hasha, Deputy City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Trisha A. Ortiz, Interim City Attorney  
Richard Watson Gershon Law

--oOo--

I hereby certify that foregoing **Ordinance No. \_\_\_\_\_**  
was introduced at a regular meeting of the San Bruno City Council on  
October 25, 2022 and adopted by the San Bruno City Council at a regular meeting on  
\_\_\_\_\_, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers: \_\_\_\_\_

RECUSED: Councilmembers: \_\_\_\_\_

ABSENT: Councilmembers: \_\_\_\_\_

\_\_\_\_\_  
Vicky S. Hasha, Deputy City Clerk



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** November 8, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**PREPARED BY:** Ann Mottola, Community Services Director

**SUBJECT:** Community Flea Market 2023

**BACKGROUND:** At the September 13, 2022, meeting of the City Council, Staff was directed to explore the resources necessary to restore the Community Flea Markets in calendar year 2023.

**DISCUSSION:** The Recreation and Senior Services Divisions program plans are based on budgeted resources, staffing levels, and facility availability. Staffing resources are a significant contributor to program planning as each program requires the work of Staff who shepherd a program from creation through implementation. The Recreation and Seniors Services Divisions currently consist of 5 FTE's:

- 3 Recreation Program Coordinators (the most recent hire began on October 17, 2022)
- 1 Food Services Coordinator
- 1 Superintendent
- 1 Supervisor (VACANT)

When the 2022-23 fiscal year program plan was developed, certain programs that were traditionally located in City Park or the former recreation center, including the Community Flea Market, were suspended due the Recreation and Aquatic Center construction's impact to City Park and due to the staffing levels of the Divisions. As we move further from COVID, we have been mindful of restoring programs responsibly, balancing the work with Staff resources required to successfully manage these programs – and the Staff available.

Currently, the Recreation and Seniors Team does not have capacity to increase workload. The Senior Center is at 100% operations programmatically as compared to before COVID, even though it lost its long-time Supervisor due to retirement. The remaining Staff have redistributed workloads so they can support this vital operation.

Additionally, due to the Recreation and Aquatic Center construction's impact to City Park, Community Services did not include in its program plan for FY 2022-23 the Community Flea Market. The work to relocate the event was beyond the capacity of what the current staffing level could accommodate in this calendar year.

However, a bit of relief is in sight as the newest Recreation Coordinator started working with the City on October 17, 2022. This position will allow Recreation to develop a City-run summer

camp program and several Community events including the Community Flea Market in September 2023. The actual program plan is contingent on Staffing requests that are part of the Recreation and Aquatic Center Implementation Plan, as the work of the Recreation Division will increase substantially in the next year as we prepare to open the new facility.

**FISCAL IMPACT:** There is no fiscal impact.

**ENVIRONMENTAL IMPACT:** The action is not a project subject to CEQA.

**RECOMMENDATION:** Receive Report.

**ALTERNATIVES:** None.

**ATTACHMENTS:** None.



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** November 8, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**PREPARED BY:** Monica Walker, Human Resources Manager

**SUBJECT:** Adopt Resolution Approving Publicly Available Pay Schedule Effective November 8, 2022, Pursuant to the Public Employees' Retirement Law (PERL), Public Employees' Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations (CCR)

**BACKGROUND:** Based on recent salary changes resulting from bargaining unit contracts approved by City Council, staff proposes to adopt a resolution approving the current salary schedule for public posting. Per CalPERS Circular Letter 200-00320 issued January 8, 2020 (Exhibit A), the Public Employees' Retirement Law (PERL), Public Employees' Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations (CCR) require employees to be paid pursuant to a publicly available pay schedule that meets the requirements of CCR Section 570.5(a) to qualify as both compensation earnable and pensionable compensation that is reportable to the California Public Employees' Retirement System (CalPERS).

While the City has historically met all requirements for publication of pay schedules, action to adopt a single unified pay schedule is required by the CalPERS Circular Letter. Adoption of the unified pay schedule does not affect the salary or compensation paid to any City employee, but merely restates pay rates that have already been approved by the City Council at public meetings.

**DISCUSSION:** At this time, changes to the salary schedule are needed to reflect recent salary changes for the San Bruno Management Employees Association (SBMEA), City Manager, and Assistant City Manager job classifications. City Council approved salary increases for the SBMEA bargaining unit and the City Manager job classification during the regular City Council meeting on October 11, 2022. In addition, during closed session on October 4, 2022, City Council approved salary increases to the Assistant City Manager classification in the amounts of 6% effective the first full pay period in January 2022, and 3% effective the first full pay period in January 2023.

There are eight (8) requirements that must be met by a publicly available pay schedule for it to be used to determine pay rates per the CalPERS Circular Letter:

- 1) Be duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws.
- 2) Identify the position title for every employee position.
- 3) Show the pay rate as a single amount or multiple amounts within a range for each identified

position.

4) Indicate the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually.

5) Be posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's website.

6) Indicate an effective date and date of any revisions.

7) Is retained by the employer and available for public inspection for not less than five years.

8) Does not reference another document in lieu of disclosing the pay rate.

Historically, the City of San Bruno has consistently met all requirements for publicly available pay schedules. A compliant salary schedule is retained for at least five years, posted on the City's website, and available for public inspection in the Human Resources Department.

The City's governing body (City Council) has approved every tentative agreement or side letter containing salary increases that arise from negotiations with the City's various bargaining units. Subsequently, City Council grants approval of a "single document" salary schedule as required by CalPERS. Going forward, each time there is an action to delete or add a classification or change the salary range for any position on the salary schedule, the City will include the authorization to amend the unified salary schedule when the City Council approved the change to any salary range or classification.

**FISCAL IMPACT:** There is no fiscal impact connected to this action to update and republish the publicly available Pay Schedule pursuant to the Public Employee's Retirement Law, Public Employees' Pension Reform Act of 2013, and Title 2 of the California Code of Regulations.

**ENVIRONMENTAL IMPACT:** There is no environmental impact.

**RECOMMENDATION:** Adopt Resolution Approving Publicly Available Pay Schedule Effective November 8, 2022, Pursuant to the Public Employee's Retirement Law (PERL), Public Employees' Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations (CCR).

**ALTERNATIVES:** Do not adopt a publicly available pay schedule pursuant to the Public Employees' Retirement Law and risk potential penalties.

**ATTACHMENTS:**

1. Resolution
2. Salary Schedule
3. CalPERS Circular Letter 200-00320

**RESOLUTION NO. 2022 -**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO APPROVING PUBLICLY AVAILABLE PAY SCHEDULE EFFECTIVE NOVEMBER 8, 2022, PURSUANT TO THE PUBLIC EMPLOYEES' RETIREMENT LAW (PERL), PUBLIC EMPLOYEES' PENSION REFORM ACT OF 2013 (PEPRA), AND TITLE 2 OF THE CALIFORNIA CODE OF REGULATIONS (CCR)**

**WHEREAS**, the Public Employees' Retirement Law (PERL), Public Employees' Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations (CCR) require employee pay rates to be paid pursuant to a publicly available pay schedule that meets the requirements of CCR Section 570.5(a) to qualify as both compensation earnable and pensionable compensation that is reportable to CalPERS; and

**WHEREAS**, publicly available pay schedules must be duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws; and,

**WHEREAS**, publicly available pay schedules must identify the position title for every employee position; and

**WHEREAS**, publicly available pay schedules must show the pay rate as a single amount or multiple amounts within a range for each identified position; and

**WHEREAS**, publicly available pay schedules must indicate the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually; and

**WHEREAS**, publicly available pay schedules must be posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's website; and

**WHEREAS**, publicly available pay schedules must indicate an effective date and date of any revisions; and

**WHEREAS**, publicly available pay schedules must be retained by the employer and available for public inspection for not less than five years; and

**WHEREAS**, publicly available pay schedules must not reference another document in lieu of disclosing the pay rate; and

**WHEREAS**, the City of San Bruno has historically adopted publicly available pay schedules that conform with state law, and that adoption of a unified pay schedule per CalPERS Circular Letter 20000320 will not change the salary or compensation of any City employee.

**NOW, THEREFORE, BE IT RESOLVED**, that the San Bruno City Council hereby approves the Publicly Available Pay Schedule Effective November 8, 2022 (Attachment 2) Pursuant to the Public Employees' Retirement Law (PERL), Public Employees' Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations (CCR) attached as Exhibit A.

---oOo---

I hereby certify that foregoing **Resolution No. 2022 -**  
was introduced and adopted by the San Bruno City Council at a regular meeting on  
November 8, 2022, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

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Vicky Hasha  
Deputy City Clerk



**CITY OF SAN BRUNO MONTHLY SALARY SCHEDULE**  
**CITY COUNCIL RESOLUTION NO. 2022-xx OCTOBER 25, 2022**

CITY MANAGER	Exempt (By Contract) Effective 07/01/2022	23,669					
CITY ATTORNEY	Exempt (By Contract) Effective 02/07/2021	20,031					
CLASSIFICATION	BARGAINING UNIT	EFFECTIVE DATE	Step 1	Step 2	Step 3	Step 4	Step 5
ACCOUNTANT	Mid-Management	01/03/22	6,955	7,320	7,705	8,109	8,535
ACCOUNTING & CUSTOMER SERVICE REP I	Miscellaneous	01/03/22	4,705	4,952	5,212	5,486	5,774
ACCOUNTING & CUSTOMER SERVICE REP II	Miscellaneous	01/03/22	5,409	5,693	5,992	6,307	6,638
ACCOUNTING & CUSTOMER SERVICE REP III	Miscellaneous	01/03/22	6,222	6,549	6,893	7,255	7,636
ACCOUNTING MANAGER	Mid-Management	01/03/22	9,868	10,386	10,931	11,505	12,109
ASSISTANT CITY MANAGER	Exempt (Management Benefits)	01/03/22	16,349	17,207	18,110	19,061	20,062
ASSISTANT ENGINEER	Mid-Management	01/03/22	8,066	8,489	8,935	9,404	9,898
ASSISTANT PLANNER	Mid-Management	01/03/22	6,686	7,037	7,406	7,795	8,204
ASSISTANT TO CITY MANAGER	Exempt (Mid-Management Benefits)	01/03/22	9,868	10,386	10,931	11,505	12,109
ASSOCIATE CIVIL ENGINEER	Mid-Management	01/03/22	9,276	9,763	10,276	10,815	11,383
ASSOCIATE PLANNER	Mid-Management	01/03/22	7,688	8,092	8,516	8,963	9,434
BUILDING INSPECTOR I	Mid-Management	01/03/22	6,853	7,212	7,591	7,990	8,409
BUILDING INSPECTOR II	Mid-Management	01/03/22	7,688	8,092	8,516	8,963	9,434
CATV BUSINESS MANAGER	Mid-Management	01/03/22	9,868	10,386	10,931	11,505	12,109
CATV DIRECTOR (CITYNET SERVICES DIRECTOR)	Management	01/03/22	15,567	16,384	17,244	18,149	19,102
CATV HEADEND TECHNICIAN	Miscellaneous	01/03/22	7,191	7,569	7,966	8,384	8,824
MEDIA MANAGER (FORMERLY CATV PROGRAMMING TECHNOLOGY MANAGER)	Mid-Management	01/03/22	8,071	8,495	8,941	9,410	9,904
CATV SYSTEM ENGINEER	Mid-Management	01/03/22	9,868	10,386	10,931	11,505	12,109
CATV TECHNICIAN I	Miscellaneous	01/03/22	6,162	6,485	6,825	7,183	7,560
CATV TECHNICIAN II	Miscellaneous	01/03/22	6,347	6,680	7,031	7,400	7,788
CATV TECHNICIAN III	Miscellaneous	01/03/22	6,538	6,881	7,242	7,622	8,022
CHIEF BUILDING OFFICIAL	Mid-Management	01/03/22	10,737	11,301	11,894	12,519	13,176
CITY CLERK	Exempt (Mid-Management Benefits)	01/03/22	9,581	10,084	10,613	11,170	11,756
CITYNET SERVICES TECHNICAL MANAGER	Mid-Management	01/03/22	9,216	9,700	10,209	10,745	11,309
CODE ENFORCEMENT OFFICER I	Police	01/03/22	6,401	6,737	7,091	7,463	7,855
CODE ENFORCEMENT OFFICER II	Police	01/03/22	7,041	7,411	7,800	8,209	8,640
COMMUNITY DEVELOPMENT DIRECTOR	Management	01/03/22	14,890	15,672	16,495	17,361	18,272
COMMUNITY DEVELOPMENT TECHNICIAN I	Miscellaneous	01/03/22	5,517	5,807	6,112	6,433	6,771
COMMUNITY DEVELOPMENT TECHNICIAN II	Miscellaneous	01/03/22	6,347	6,680	7,031	7,400	7,788
COMMUNITY SERVICES DIRECTOR	Management	01/03/22	15,265	16,066	16,909	17,797	18,731
COMMUNITY SERVICES OFFICER	Police	01/03/22	4,782	5,033	5,297	5,575	5,868
COMMUNITY SERVICES SUPERINTENDENT	Mid-Management	01/03/22	9,746	10,257	10,796	11,362	11,959
COMPUTER SUPPORT TECHNICIAN	Miscellaneous	01/03/22	6,319	6,651	7,000	7,368	7,755
CUSTODIAN	Miscellaneous	01/03/22	5,029	5,293	5,571	5,864	6,172
CUSTODIAN LEAD	Miscellaneous	01/03/22	5,784	6,088	6,408	6,744	7,098
DEPUTY CITY CLERK	Exempt (Miscellaneous Benefits)	01/03/22	6,062	6,380	6,715	7,068	7,439
DEPUTY DIRECTOR, COMMUNITY SERVICES	Mid-Management	01/03/22	11,233	11,822	12,443	13,096	13,784
DEPUTY PUBLIC WORKS DIR - PW Admin & Engineering	Mid-Management	01/03/22	12,702	13,369	14,071	14,810	15,587
DEPUTY PUBLIC WORKS DIR - PW Utilities & Operations	Mid-Management	01/03/22	11,557	12,164	12,802	13,475	14,182
DEPUTY PUBLIC WORKS DIR - PW Utilities & Operations with PE	Mid-Management	01/03/22	12,702	13,369	14,071	14,810	15,587
ECONOMIC DEVELOPMENT MANAGER	Exempt (Mid-Management Benefits)	01/03/22	9,868	10,386	10,931	11,505	12,109
ENGINEER TECH/PW INSPECTOR	Miscellaneous	01/03/22	7,240	7,620	8,020	8,441	8,884
EXECUTIVE ASSISTANT	Miscellaneous	01/03/22	5,945	6,257	6,585	6,931	7,295
EXECUTIVE ASSISTANT TO THE CITY MANAGER	Exempt (Miscellaneous Benefits)	01/03/22	6,676	7,026	7,395	7,783	8,192
FACILITIES TECH I	Miscellaneous	01/03/22	5,517	5,807	6,112	6,433	6,771
FIELD SUPERVISOR	Mid-Management	01/03/22	7,151	7,526	7,921	8,337	8,775
FIELD SUPERVISOR - CATV	Mid-Management	01/03/22	7,151	7,526	7,921	8,337	8,775
FIELD SUPERVISOR - PARKS	Mid-Management	01/03/22	7,151	7,526	7,921	8,337	8,775
FINANCE DIRECTOR	Management	01/03/22	14,890	15,672	16,495	17,361	18,272
FINANCIAL SERVICES MANAGER	Mid-Management	01/03/22	9,868	10,386	10,931	11,505	12,109
FINANCIAL SERVICES SUPERVISOR	Mid-Management	01/03/22	7,976	8,394	8,835	9,299	9,787
FIRE BATTALION CHIEF	Public Safety Mid-Management	01/03/22	13,274	13,971	14,704	15,476	16,289
FIRE CAPTAIN	Fire	01/03/22	10,294	10,834	11,403	12,002	12,632
FIRE CHIEF	Management	01/03/22	16,314	17,171	18,072	19,021	20,020
FIRE INSPECTOR	Fire	01/03/22	7,869	8,282	8,717	9,175	9,657
FIREFIGHTER	Fire	01/03/22	8,507	8,954	9,424	9,919	10,440
FIREFIGHTER RECRUIT	Fire	01/03/22	7,656	-	-	-	-
FACILITIES TECH II	Miscellaneous	01/03/22	6,347	6,680	7,031	7,400	7,788
FOOD SERVICES COORDINATOR	Miscellaneous	01/03/22	5,824	6,130	6,452	6,791	7,148
HUMAN RESOURCES DIRECTOR	Management	01/03/22	14,890	15,672	16,495	17,361	18,272
HUMAN RESOURCES MANAGER	Exempt (Mid-Management Benefits)	01/03/22	9,868	10,386	10,931	11,505	12,109
INFORMATION TECHNOLOGY ASSOCIATE	Mid-Management	01/03/22	7,338	7,724	8,129	8,556	9,005
INFORMATION TECHNOLOGY MANAGER	Mid-Management	01/03/22	10,253	10,792	11,358	11,954	12,582
LEAD CUSTOMER SERVICE & TECH SUPPORT REP	Miscellaneous	01/03/22	6,969	7,335	7,720	8,125	8,552
LEAD MAINTENANCE WORKER	Miscellaneous	01/03/22	6,347	6,680	7,031	7,400	7,788
LEAD WATER SYSTEM OPERATOR - PUMPS	Miscellaneous	01/03/22	7,402	7,791	8,200	8,631	9,084
LEAD WATER SYSTEMS OPERATOR - FIELD	Miscellaneous	01/03/22	7,402	7,791	8,200	8,631	9,084
LEAD WATER SYSTEMS OPERATOR - WELLS	Miscellaneous	01/03/22	7,402	7,791	8,200	8,631	9,084
LEGAL SECRETARY	Exempt (Miscellaneous Benefits)	01/03/22	6,676	7,026	7,395	7,783	8,192
LIBRARIAN I	Miscellaneous	01/03/22	5,788	6,092	6,412	6,749	7,103
LIBRARIAN II	Miscellaneous	01/03/22	6,656	7,005	7,373	7,760	8,167
LIBRARY ASSISTANT I	Miscellaneous	01/03/22	4,405	4,636	4,879	5,135	5,405
LIBRARY ASSISTANT II	Miscellaneous	01/03/22	5,066	5,332	5,612	5,907	6,217
LIBRARY SERVICES COORDINATOR	Miscellaneous	01/03/22	5,824	6,130	6,452	6,791	7,148
LIBRARY SERVICES MANAGER	Mid-Management	01/03/22	9,032	9,506	10,005	10,530	11,083
MAINTENANCE SERVICES MANAGER SERIES	Mid-Management	01/03/22	9,216	9,700	10,209	10,745	11,309
MAINTENANCE WORKER I	Miscellaneous	01/03/22	4,797	5,049	5,314	5,593	5,887
MAINTENANCE WORKER II	Miscellaneous	01/03/22	5,517	5,807	6,112	6,433	6,771
MANAGEMENT ANALYST I	Mid-Management (HR - Exempt Mid-Management Benefits)	01/03/22	6,918	7,281	7,663	8,065	8,488
MANAGEMENT ANALYST II	Mid-Management (HR - Exempt Mid-Management Benefits)	01/03/22	7,953	8,371	8,810	9,273	9,760
MECHANIC I	Miscellaneous	01/03/22	5,517	5,807	6,112	6,433	6,771
MECHANIC II	Miscellaneous	01/03/22	6,347	6,680	7,031	7,400	7,788
NUTRITION PROGRAM MANAGER	Mid-Management	01/03/22	7,151	7,526	7,921	8,337	8,775
PARKS AND FACILITIES MANAGER	Mid-Management	01/03/22	9,334	9,824	10,340	10,883	11,454
PARKS MAINTENANCE TECHNICIAN I	Miscellaneous	01/03/22	5,517	5,807	6,112	6,433	6,771

CLASSIFICATION	BARGAINING UNIT	EFFECTIVE DATE	Step 1	Step 2	Step 3	Step 4	Step 5
PARKS MAINTENANCE TECHNICIAN II	Miscellaneous	01/03/22	6,347	6,680	7,031	7,400	7,788
PLANNING AND HOUSING MANAGER	Mid-Management	01/03/22	10,058	10,586	11,141	11,726	12,342
POLICE CAPTAIN	Public Safety Mid-Management	01/03/22	14,850	15,630	16,451	17,315	18,224
<b>POLICE CHIEF</b>	<b>Management</b>	<b>01/03/22</b>	<b>16,314</b>	<b>17,171</b>	<b>18,072</b>	<b>19,021</b>	<b>20,020</b>
POLICE CLERK I	Police	01/03/22	5,133	5,403	5,687	5,986	6,300
POLICE CLERK II	Police	01/03/22	5,648	5,944	6,256	6,584	6,930
POLICE COMMUNICATIONS & RECORDS SUPERVISOR	Mid-Management	01/03/22	10,082	10,611	11,169	11,755	12,372
POLICE CORPORAL	Police	01/03/22	9,203	9,686	10,195	10,730	11,293
POLICE LIEUTENANT	Public Safety Mid-Management	01/03/22	13,076	13,762	14,485	15,245	16,045
POLICE OFFICER	Police	01/03/22	8,561	9,010	9,483	9,981	10,505
POLICE RECRUIT	Police	01/03/22	7,705	-	-	-	-
POLICE SERGEANT	Public Safety Mid-Management	01/03/22	10,543	11,097	11,680	12,293	12,938
PRINCIPAL CIVIL ENGINEER	Mid-Management	01/03/22	11,165	11,751	12,368	13,018	13,701
PUBLIC SAFETY DISPATCHER I	Police	01/03/22	6,695	7,047	7,417	7,806	8,216
PUBLIC SAFETY DISPATCHER II	Police	01/03/22	7,363	7,750	8,157	8,585	9,036
<b>PUBLIC WORKS DIRECTOR</b>	<b>Management</b>	<b>01/03/22</b>	<b>15,567</b>	<b>16,384</b>	<b>17,244</b>	<b>18,149</b>	<b>19,102</b>
PUMP MECHANIC I	Miscellaneous	01/03/22	5,517	5,807	6,112	6,433	6,771
PUMP MECHANIC II	Miscellaneous	01/03/22	6,347	6,680	7,031	7,400	7,788
RECREATION SERVICES COORDINATOR	Miscellaneous	01/03/22	5,824	6,130	6,452	6,791	7,148
RECREATION SERVICES MANAGER	Mid-Management	01/03/22	8,279	8,713	9,171	9,652	10,159
RECREATION SERVICES SUPERVISOR	Mid-Management	01/03/22	7,151	7,526	7,921	8,337	8,775
SECRETARY	Miscellaneous	01/03/22	5,403	5,687	5,986	6,300	6,631
SENIOR CODE ENFORCEMENT OFFICER	Police	01/03/22	7,924	8,340	8,778	9,239	9,724
SENIOR CIVIL ENGINEER	Mid-Management	01/03/22	10,221	10,757	11,322	11,916	12,542
SENIOR PLANNER	Mid-Management	01/03/22	9,094	9,571	10,074	10,602	11,159
SYSTEMS ADMINISTRATOR	Mid-Management	01/03/22	8,228	8,660	9,115	9,593	10,097
WAREHOUSE CLERK	Miscellaneous	01/03/22	4,797	5,049	5,314	5,593	5,887
WATER FIELD SERVICE SUPERVISOR	Mid-Management	01/03/22	8,513	8,960	9,431	9,926	10,447
WATER QUALITY & PRODUCTION SUPERVISOR	Mid-Management	01/03/22	8,513	8,960	9,431	9,926	10,447
WATER QUALITY TECHNICIAN I	Miscellaneous	01/03/22	5,517	5,807	6,112	6,433	6,771
WATER QUALITY TECHNICIAN II	Miscellaneous	01/03/22	6,347	6,680	7,031	7,400	7,788
WATER SYSTEM & CONSERVATION MANAGER	Mid-Management	01/03/22	8,958	9,428	9,923	10,444	10,992
WATER SYSTEMS MANAGER	Mid-Management	01/03/22	9,790	10,304	10,845	11,415	12,014
WATER SYSTEMS OPERATOR I	Miscellaneous	01/03/22	5,629	5,924	6,235	6,562	6,907
WATER SYSTEMS OPERATOR II	Miscellaneous	01/03/22	6,437	6,775	7,131	7,505	7,899



California Public Employees' Retirement System  
P.O. Box 942715 | Sacramento, CA 94229-2715  
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

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## Payroll

# Circular Letter

January 8, 2020

Circular Letter: 200-003-20

Distribution: IV, VI, X, XII, XVI

**To:** All CalPERS Contracted Agencies (Public Agency, Schools, and State)  
**Subject:** Statutory and Regulatory Requirements for Publicly Available Pay Schedules

### Purpose

The purpose of this Circular Letter is to inform all CalPERS Contracted Agencies of the requirements for providing CalPERS with a Publicly Available Pay Schedule in compliance with the Public Employees' Retirement Law (PERL), Public Employees' Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations (CCR).

### Purpose of Publicly Available Pay Schedules

Under the PERL and PEPRA, compensation earnable and pensionable compensation are determined in accordance with amounts identified on publicly available pay schedules.

### Compensation Earnable

Under Government (Gov.) Code sections 20636 and 20636.1, compensation earnable means the pay rate and special compensation of the member, as further defined by those statutes.

Pay rate for contracting agency and school members is deemed the normal monthly rate of pay or base pay of the member paid in cash to similarly situated members of the same group or class of employment for services rendered on a full-time basis during normal working hours, pursuant to publicly available pay schedules. Pay rate for contracting agency and school members who are not in a group or class is deemed the monthly rate of pay or base pay of the member, paid in cash and pursuant to publicly available pay schedules, for services rendered on a full-time basis during normal working hours, subject to specified limitations.

Pay rate for state members is deemed the average monthly remuneration paid in cash out of funds paid by the employer to similarly situated members of the same group or class of employment, in payment for the member's services or for time during which the member is excused from work, as further specified by subdivision (g) of Gov. Code 20636, pursuant to publicly available pay schedules.

### **Pensionable Compensation**

Pursuant to Gov. Code section 7522.34, pensionable compensation of a new member of any public retirement system means the normal monthly rate of pay or base pay of the member paid in cash to similarly situated members of the same group or class of employment for services rendered on a full-time basis during normal working hours, pursuant to publicly available pay schedules, subject to specified limitations.

### **Requirements of Publicly Available Pay Schedules**

Subdivision (a) of CCR section 570.5 defines the requirements for a publicly available pay schedule used to determine pay rates.

Pay rates shall be limited to the amount listed on a pay schedule that must meet all the following eight (8) requirements:

1. Be duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws
2. Identify the position title for every employee position
3. Show the pay rate as a single amount or multiple amounts within a range for each identified position
4. Indicate the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually
5. Be posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's website
6. Indicate an effective date and date of any revisions
7. Is retained by the employer and available for public inspection for not less than five years
8. Does not reference another document in lieu of disclosing the pay rate

Here is an example of a compliant pay schedule, to the extent it has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws, it is posted on the employer's website, and it is retained by the employer and available for public inspection for not less than five years:

<b>City of CalPERS</b> <b>Salary Schedule for Fiscal Year 17-18</b> <b>Effective as of 07/01/2017</b>						
<b>Classification</b>	<b>Rate Type</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
City Manager	Monthly	\$10,500	\$11,000	\$11,500	\$12,000	\$12,500
City Counsel	Monthly	\$10,000	\$10,500	\$11,000	\$11,500	\$12,000
City Clerk	Monthly	\$5,500	\$6,000	\$6,500	\$7,000	\$7,500
Call Center Representative	Monthly	\$5,000	\$5,500	\$6,000	\$6,500	\$7,000
Analyst	Monthly	\$5,000	\$5,500	\$6,000	\$6,500	\$7,000
Assistant	Monthly	\$4,500	\$5,000	\$5,500	\$6,000	\$6,500
<b>Revised as of 09/01/2017 and adopted by the Board as of 09/15/2017</b>						

## Special Compensation

Pursuant to CCR section 571 for classic members, and CCR section 571.1 for new members under PEPR, special compensation items are defined under an exclusive list. Each special compensation item shall be reported separately from pay rate, in accordance with the criteria described in those regulations. Therefore, a publicly available pay schedule in which the special compensation items are reflected in the pay rates does not comply with CCR section 570.5.

## Absence of Publicly Available Pay Schedule

If an employer fails to meet the requirements of subdivision (a) of CCR section 570.5, under subdivision (b), the board may determine in its sole discretion an amount that will be considered as pay rate, taking into consideration all information it deems relevant including, but not limited to, the following:

- Documents approved by the employer's governing body in accordance with requirements of public meeting laws and maintained by the employer
- Last pay rate listed on a pay schedule that conforms to the requirements of subdivision (a) with the same employer for the position at issue
- Last pay rate for the member that is listed on a pay schedule that conforms with the requirements of subdivision (a) with the same employer for a different position
- Last pay rate for the member in a position that was held by the member and that is listed on a pay schedule that conforms to the requirements of subdivision (a) of a former CalPERS employer.

## Importance of Publicly Available Pay Schedule

Publicly available pay schedules are required by CalPERS and are a critical component to verify all members' pay rates when calculating members' retirement benefits. Maintaining a compliant publicly available pay schedule will support transparency and expedite CalPERS' review process.

Failure to provide CalPERS with a compliant publicly available pay schedule may result in a retirement benefit being delayed.

## Questions

It is the employer's responsibility to comply with all terms and conditions set forth in the employer's contract with CalPERS and to ensure all reportable information is compliant with the PERL, PEPR, and the CCR.

If you have any questions or concerns, contact the CalPERS Customer Contact Center at **888 CalPERS** (or 888-225-7377), or email [MOU\\_Review@calpers.ca.gov](mailto:MOU_Review@calpers.ca.gov).

Renee Ostrander, Chief  
Employer Account Management Division



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** November 8, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**PREPARED BY:** Matthew Lee, Public Works Director

**SUBJECT:** Adopt Resolution Authorizing the City Manager to Execute an Agreement With Wilsey Ham for Design Services in the Amount Not to Exceed \$233,740 for the 2021-22 Street Reconstruction Project (Project Number 60018)

**BACKGROUND:** The City's Capital Improvement Program (CIP) includes the Pavement Management Program (PMP) to repair and apply preventative maintenance treatment to local, collector, and arterial streets. As part of the PMP, the condition of City streets is routinely assessed and recommendations are made on the streets to be selected for rehabilitation to cost effectively maximize pavement longevity. Street condition is measured in terms of pavement condition index (PCI), a numerical index between 0 and 100 in which 0 represents a failed street and 100 represents a newly paved street. The City has a current average Citywide PCI of 62.

Senate Bill 1 (SB1), also referred to as the Road Repair and Accountability Act of 2017, increased the per gallon fuel excise taxes and vehicle registration fees to fund road maintenance and rehabilitation projects on local streets and roads systems.

In order to receive the SB1 funding, the City is required to submit to the California Transportation Commission (CTC) a list of projects proposed to be funded with the SB1 funds and adopt those projects by resolution at a regular public meeting. City Council adopted a list of projects in previous fiscal years to be funded by SB1.

City Council Adoption Date	Street	Begin	End
April 24, 2018	EASTBURN CT	WHITMAN WY	CUL-DE-SAC
April 24, 2018	MILLS AVE	KAINS AVE	SAN BRUNO AVE
April 24, 2018	SANTA HELENA AVE	SAN ANTONIO AVE	EL CAMINO REAL
April 9, 2019	POPLAR AVE	CRYSTAL SPRINGS AVE	ALLEN ELEMENTARY
April 14, 2020	BAYSHORE CIRCLE (WB)	HUNTINGTON AVE (EAST)	HERMAN STREET

City Council Adoption Date	Street	Begin	End
April 14, 2020	DARBY PLACE	CRESTMoor DR	END
April 14, 2020	OXFORD LN	NORTH END	SOUTH END
June 22, 2021	MONTGOMERY AVE	WALNUT ST	SCOTT ST
June 22, 2021	PARKVIEW CT	PARKVIEW DR	END

Project locations and limits on the City's 2021-22 Street Reconstruction Project consist of the streets listed above. The listed streets are in failed condition with PCIs less than 25. Core sampling and deflection testing to develop design recommendations are currently in progress by Pavement Engineering, Inc. and scheduled to be complete during Winter 2022-23.

The 2021-22 Street Reconstruction Project will evaluate the listed streets above and prioritize design and pavement construction to fit into this fiscal year's budget. Streets that will not be included in this fiscal year's design, will be considered in subsequent paving projects based on available budget.

**DISCUSSION:** In February 2022, the City issued a Request for Qualifications (RFQ) for on-call engineering services. In the response to the RFQ, Wilsey Ham submitted a Statement of Qualifications. Staff conducted an evaluation and determined Wilsey Ham was qualified to be placed on the City's on-call list for engineering services based on the firm's understanding of the scope of services, qualifications and experience of the project manager(s) and team, qualifications relating to engineering services, and experience with design and construction of CIP projects.

In October 2022 at the request of staff, Wilsey Ham provided a proposal for professional engineering design services for the 2021-22 Street Reconstruction Project. The scope of work consisted of providing pavement rehabilitation or reconstruction recommendations based on the findings of the pavement evaluation, preparing construction bid documents, and providing design support services during construction. Design completion is expected summer 2023.

The 2021-22 Street Reconstruction Project will replace portions of existing pavement. The methods will be selected based on the findings of the pavement evaluation currently in progress. The installation of accessible curb ramps within project limits will be included in this project.

**FISCAL IMPACT:** The 2021-22 Street Reconstruction Project (project number 60018) is within the approved FY 2022-23 Capital Improvement Program. The agreement with Wilsey Ham is for a not to exceed amount of \$233,740 and within the total project budget of \$3,183,430 available in the current fiscal year. The total estimated costs for the project are provided below.



Total estimated cost for the project:

Design Consultant	\$	233,740
Estimated Staff Management for Design	\$	25,000
Estimated Construction Contract	\$	2,300,000
Estimated Constructed Management and Inspection	\$	270,000
Contingency (15%)	\$	345,000
Total Current Estimate:	\$	3,173,740

**ENVIRONMENTAL IMPACT:** This project falls within the Categorical Exemption set forth in CEQA guidelines, Section 15302, which exempts the replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced, including but not limited to replacement or reconstruction of existing facilities involving negligible or no expansion of capacity.

**RECOMMENDATION:** Adopt resolution authorizing the City Manager to execute an agreement for consultant design services with Wilsey Ham for the 2021-22 Street Reconstruction Project in an amount not to exceed \$233,740.

**ALTERNATIVES:** Do not adopt resolution authorizing execution of agreement, and request staff to issue a new request for proposals. This action would result in the delay the design of this project and furthering the delay the reconstruction of the streets within this project.

**ATTACHMENTS:**

1. Resolution
2. CIP Budget

**RESOLUTION NO. 2022- \_\_\_\_**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT  
WITH WILSEY HAM FOR DESIGN SERVICES IN THE AMOUNT NOT TO EXCEED  
\$233,740 FOR THE 2021-22 STREET RECONSTRUCTION PROJECT (PROJECT  
NUMBER 60018)**

**WHEREAS**, the City's Capital Improvement Program (CIP) includes the Pavement Management Program (PMP) to repair and apply preventative maintenance treatment to local, collector, and arterial streets; and

**WHEREAS**, in order to receive the SB1 funding, the City is required to submit to the California Transportation Commission (CTC) a list of projects proposed to be funded with the SB1 funds and adopt those projects by resolution at a regular public meeting; and

**WHEREAS**, City Council adopted a list of projects in previous fiscal years to be funded by SB1; and

**WHEREAS**, project locations and limits on the City's 2021-22 Street Reconstruction Project consists of the streets to be funded by SB1; and

**WHEREAS**, in February 2022, the City issued a Request for Qualifications (RFQ) for on-call engineering services; and

**WHEREAS**, in the response to the RFQ, Wilsey Ham submitted a Statement of Qualifications; and

**WHEREAS**, staff conducted an evaluation and determined Wilsey Ham was qualified to be placed on the City's on-call list for engineering services based on the firm's understanding of the scope of services, qualifications and experience of the project manager(s) and team, qualifications relating to engineering services, and experience with design and construction of CIP projects; and

**WHEREAS**, in October 2022 at the request of staff, Wilsey Ham provided a proposal for professional engineering design and construction support services for the 2021-22 Street Reconstruction Project; and

**WHEREAS**, the scope of work consists of providing pavement rehabilitation or reconstruction recommendations based on the findings of the pavement evaluation, preparing construction bid documents, and providing design support services during construction; and

**WHEREAS**, the 2021-22 Street Reconstruction Project will replace portions of existing pavement and methods will be selected based on the findings of the pavement evaluation currently in progress; and

**WHEREAS**, the 2021-22 Street Reconstruction Project is within the approved FY 2022-23 Capital Improvement Program; and

**WHEREAS**, adequate project budget is available to fund the agreement.

**NOW, THEREFORE, BE IT RESOLVED** that the San Bruno City Council hereby authorizes the City Manager to execute an agreement with Wilsey Ham for Design Services in the Amount Not to Exceed \$233,740 for the 2021-22 Street Reconstruction Project (Project Number 60018).

Dated: November 8, 2022

ATTEST:

\_\_\_\_\_  
Vicky Hasha, Deputy City Clerk

-o0o-

I, Vicky Hasha, Deputy City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 8th day of November 2022 by the following vote:

AYES:	Councilmembers:	_____
NOES:	Councilmembers	_____
ABSENT:	Councilmembers:	_____

# CIP BUDGET

## Streets Capital

## Street Rehabilitation

### Pavement Management Program - 2021-22 Street Reconstruction Project

PROJECT #: 60018

Total Project Budget: \$ 3,255,329

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23							FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	
Gas Tax (SB1) RMRA	2,272,000	2,200,101	983,329	3,183,430	-	-	-	-	3,183,430
<b>Total</b>	<b>\$ 2,272,000</b>	<b>\$ 2,200,101</b>	<b>\$ 983,329</b>	<b>\$ 3,183,430</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,183,430</b>

PROJECT APPROPRIATIONS	Prior Appropriations								FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	
Construction	\$ 2,272,000	\$ 2,200,101	\$ 983,329	\$ 3,183,430	\$ -	\$ -	\$ -	\$ -	\$ 3,183,430

**Project Description:** The 2021-22 Street Reconstruction Project includes the rehabilitation and reconstruction of failed streets: Santa Helena Avenue, Mills Avenue, Poplar Avenue, Eastburn Court, Bayshore Circle WB, Darby Place, Oxford Lane and additional streets approved in FY 2022-23.



#### Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$ 71,899.00



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

---

**DATE:** November 8, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**PREPARED BY:** Matthew Lee, Public Works Director

**SUBJECT:** Adopt Resolution Authorizing the City Manager to Execute an Agreement With Bellecci & Associates for Design Services in the Amount Not to Exceed \$529,760 for the 2022-23 Street Rehabilitation Project (Project Number 60032)

**BACKGROUND:** The City's Capital Improvement Program (CIP) includes the Pavement Management Program (PMP) to repair and apply preventative maintenance treatment to local, collector, and arterial streets. As part of the PMP, the condition of City streets is routinely assessed and recommendations are made on the streets to be selected for rehabilitation to cost effectively maximize pavement longevity. Street condition is measured in terms of pavement condition index (PCI), a numerical index between 0 and 100 in which 0 represents a failed street and 100 represents a newly paved street. The City has a current average Citywide PCI of 62.

Pavement with PCI between 40 and 70 are in poor to fair condition. Pavement with PCIs within this range show some form of distress caused by traffic load or environmental exposure that requires more than a life-extending preventive maintenance treatment; have signs of aging such as cracking; and may require rehabilitation to keep them from deteriorating rapidly. Typical methods of rehabilitation include pavement grind (a removal of a thin layer of existing payment) and asphalt concrete overlays with base repairs, which are more costly than a slurry seal treatment that can be applied as a preventive maintenance treatment for pavement in good condition, but less costly than a full pavement reconstruction usually required for pavement that is structurally failed. Delaying rehabilitation on pavement runs into the risk of pavement falling into a failed condition that will require more costly reconstruction treatment.

The 2022-23 Street Rehabilitation Project will evaluate approximately 46 sections of pavement with PCIs of 40-70 to be studied and then prioritized for pavement rehabilitation to fit into this fiscal year's budget. Pavement sections that will not be included in this fiscal year's design, will be considered in subsequent paving projects based on available budget.

**DISCUSSION:** In February 2022, the City issued a Request for Qualifications (RFQ) for on-call engineering services. In the response to the RFQ, Bellecci & Associates submitted a Statement of Qualifications. Staff conducted an evaluation and determined Bellecci & Associates was qualified to be placed on the City's on-call list for engineering services based on the firm's understanding of the scope of services, qualifications and experience of

the project manager(s) and team, qualifications relating to engineering services, and experience with design and construction of CIP projects.

In October 2022 at the request of staff, Bellecci & Associates provided a proposal for professional engineering design and construction support services for the 2022-23 Street Rehabilitation Project. The scope of work consists of testing and evaluating pavement, providing pavement rehabilitation recommendations, preparing construction bid documents, and providing design support services during construction. Design completion is expected summer 2023.

The 2022-23 Street Rehabilitation Project will repair portions of existing pavement and prevent rapid deterioration to maximize pavement longevity at various locations and install accessible curb ramps within project limits.

**FISCAL IMPACT:** The 2022-23 Street Rehabilitation Project (project number 60032) is within the approved FY 2022-23 Capital Improvement Program. The agreement with Bellecci & Associates is for a not to exceed amount of \$529,760 and within the total project budget of \$6,699,341 available in the current fiscal year. The total estimated costs for the project are provided below.

Total estimated cost for the project:

Design Consultant	\$	529,760
Estimated Staff Management for Design	\$	49,000
Estimated Construction Contract	\$	5,000,000
Estimated Constructed Management and Inspection	\$	370,000
Contingency (15%)	\$	750,000
Total Current Estimate:	\$	6,698,760

**ENVIRONMENTAL IMPACT:** This project falls within the Categorical Exemption set forth in CEQA guidelines, Section 15301, which exempts the rehabilitation of deteriorated existing facilities that involve negligible or no expansion of use.

**RECOMMENDATION:** Adopt resolution authorizing the City Manager to execute an agreement with Bellecci & Associates for design services in the amount not to exceed \$529,760 for the 2022-23 Street Rehabilitation Project (Project Number 60032).

**ALTERNATIVES:** Do not adopt resolution authorizing execution of agreement, and request staff to issue a new request for proposals. This action would result in the delay in the design of pavement rehabilitation on various streets throughout the City.

**ATTACHMENTS:**

1. Resolution
2. CIP Budget
3. Street Rehabilitation Candidate List

**RESOLUTION NO. 2022- \_\_\_\_**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT  
WITH BELLECCI & ASSOCIATES FOR DESIGN SERVICES IN THE AMOUNT NOT TO  
EXCEED \$529,760 FOR THE 2022-23 STREET REHABILITATION PROJECT (PROJECT  
NUMBER 60032)**

**WHEREAS**, the City's Capital Improvement Program (CIP) includes the Pavement Management Program (PMP) to repair and apply preventative maintenance treatment to local, collector, and arterial streets; and

**WHEREAS**, the 2022-23 Street Rehabilitation Project will evaluate and prioritize 46 sections of pavement with Pavement Condition Index (PCI) between 40 and 70 for pavement rehabilitation to fit into this fiscal year's budget; and

**WHEREAS**, in February 2022, the City issued a Request for Qualifications (RFQ) for on-call engineering services; and

**WHEREAS**, in the response to the RFQ, Bellecci & Associates submitted a Statement of Qualifications; and

**WHEREAS**, staff conducted an evaluation and determined Bellecci & Associates was qualified to be placed on the City's on-call list for engineering services based on the firm's understanding of the scope of services, qualifications and experience of the project manager(s) and team, qualifications relating to engineering services, and experience with design and construction of CIP projects; and

**WHEREAS**, in October 2022 at the request of staff, Bellecci & Associates provided a proposal for professional engineering design and construction support services for the 2022-23 Street Rehabilitation Project; and

**WHEREAS**, the scope of work consists of testing and analyzing pavement, providing pavement rehabilitation recommendations, preparing construction bid documents, and providing construction support services; and

**WHEREAS**, the 2022-23 Street Rehabilitation Project will repair portions of existing pavement and prevent rapid deterioration to maximize pavement longevity at various locations and install accessible curb ramps within project limits; and

**WHEREAS**, the 2022-23 Street Rehabilitation Project (project number 60032) is within the approved FY 2022-23 Capital Improvement Program; and

**WHEREAS**, adequate project budget is available to fund the agreement.

**NOW, THEREFORE, BE IT RESOLVED** that the San Bruno City Council hereby authorizes the City Manager to execute an agreement with Bellecci & Associates for Design Services in the Amount Not to Exceed \$529,760 for the 2022-23 Street Rehabilitation Project.



Dated: November 8, 2022

ATTEST:

\_\_\_\_\_  
Vicky Hasha, Deputy City Clerk

-o0o-

I, Vicky Hasha, Deputy City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 8th day of November 2022 by the following vote:

AYES:	Councilmembers:	_____
NOES:	Councilmembers	_____
ABSENT:	Councilmembers:	_____

# Streets Capital

# Street Rehabilitation

## Pavement Management Program - 2022-23 Street Rehabilitation Project

PROJECT #: 60032

Total Project Budget: \$ 6,700,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23							Total
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Measure A	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Measure G	-	-	5,400,000	5,400,000	-	-	-	-	5,400,000
Measure W	200,000	199,341	600,000	799,341	-	-	-	-	799,341
<b>Total</b>	<b>\$ 200,000</b>	<b>\$ 199,341</b>	<b>\$ 6,500,000</b>	<b>\$ 6,699,341</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,699,341</b>

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations					Total
					FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Design	\$ 200,000	\$ 199,341	\$ -	\$ 199,341	\$ -	\$ -	\$ -	\$ -	\$ 199,341
Construction	-	-	6,500,000	6,500,000	-	-	-	-	6,500,000
<b>Total</b>	<b>\$ 200,000</b>	<b>\$ 199,341</b>	<b>\$ 6,500,000</b>	<b>\$ 6,699,341</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,699,341</b>

**Project Description:** The 2022-23 Street Rehabilitation Project includes the pavement evaluation and rehabilitation of streets not eligible for preventative maintenance as identified through the Pavement Management Program. Pavement rehabilitation includes asphalt concrete removal and replacement on roadways to extend pavement life by removing surface defects and placing a new asphalt concrete overlay.



### Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$659

Attachment 3 – Street Rehabilitation Candidate List

RoadName	BegLocation	EndLocation
ACACIA AVENUE	ANGUS AVENUE	SAN BRUNO AVENUE
ADRIATIC WAY	WEST END CUL DE SAC	EAST END CUL DE SAC
ALLEN DRIVE	LONGVIEW DRIVE	COLLEGE DRIVE
ANGUS AVENUE WEST	EL CAMINO REAL	LINDEN AVENUE
ANZA WAY	SANTA LUCIA AVENUE	NORTH END
BALBOA WAY	SOUTH END	NORTH END
BEECH AVENUE	NILES AVENUE	GRUNDY PARK
BENNINGTON DRIVE	CRESTMoor DRIVE	MADISON AVENUE
BERKSHIRE DRIVE	OAKMONT DRIVE	SKYLINE BLVD
CABRILLO WAY	SOUTH END	NORTH END
CAMBRIDGE LANE	CRESTMoor DRIVE	SKYLINE BLVD
CEDAR AVENUE	NILES AVENUE	JENEVEIN AVENUE
COLLEGE DRIVE SB	SHARP PARK RD	OUTLOOK DR
CRESTMoor DRIVE	PIEDMONT AVENUE	CRYSTAL SPRINGS ROAD
CRYSTAL SPRINGS AVE	DONNER AVENUE	CUNNINGHAM WAY
CUNNINGHAM WAY	CRYSTAL SPRINGS ROAD	JENEVEIN AVENUE
CYPRESS AVENUE	CRYSTAL SPRINGS AVENUE	KAINS AVENUE
DE SOTO WAY	SANTA LUCIA AVENUE	CITY PARK
DEL NORTE DRIVE	MONTEREY DRIVE	AMADOR AVENUE
DONNER AVENUE	CRYSTAL SPRINGS ROAD	NILES AVENUE
EASTON AVENUE	EUCLID AVENUE	FOREST AVENUE
ELM AVENUE	SANTA LUCIA AVENUE	CRYSTAL SPRINGS AVENUE
GLEN AVENUE	SANTA LUCIA AVENUE	END
HAWTHORNE AVENUE	NILES AVENUE	CEDAR AVENUE
JENEVEIN AVENUE	EL CAMINO	LINDEN AVENUE
LONGVIEW DRIVE	GOODWIN DRIVE (EAST CURB)	ROSS WAY
MAPLE AVENUE	NILES AVENUE	END
MERION DRIVE	OAKMONT DRIVE	FLEETWOOD DRIVE
OLYMPIC COURT	OLYMPIC DRIVE	CUL-DE-SAC
PALM COURT	GREENWOOD DRIVE	CUL-DE-SAC
PARKING LOT(482 SYLVAN)	eastside DRIVEWAY	westside DRIVEWAY
PARKVIEW DRIVE	SANTA LUCIA	GLEN AVENUE
PLUMAS COURT	SNEATH LANE	CUL-DE-SAC
PORTOLA WAY	END	DE SOTO WAY
REDWOOD AVENUE	NILES AVENUE	HAWTHORNE AVENUE
SAN BRUNO AVENUE EB	CRESTMoor DRIVE	SKYLINE BLVD
SAN BRUNO AVENUE WB	CHERRY AVENUE	I-280
SAN BRUNO AVENUE WB	EL CAMINO REAL	80' E/O HUNTINGTON AVENUE
SAN FELIPE AVENUE	EL CAMINO REAL	CITY PARK

Attachment 3 – Street Rehabilitation Candidate List

SAN MATEO AVENUE	SCOTT STREET	TANFORAN AVENUE (CITY LIMITS)
SCOTT STREET	HERMAN STREET	HUNTINGTON AVENUE EAST
SEACLIFF WAY	PACIFIC HEIGHTS BLVD	END
SHELTER CREEK LANE	WHITMAN WAY	SAN BRUNO AVENUE
SNEATH LANE	ROLLINGWOOD DRIVE	SEQUOIA AVENUE
ST. CLOUD DRIVE	N. CITY LIMITS	FLEETWOOD DRIVE
SUNSET DRIVE	MOULTON DRIVE	YSABEL DRIVE
WILLIAMS AVENUE	CYPRESS AVENUE	CHESTNUT AVENUE



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** November 8, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**SUBJECT:** Adopt Resolution Approving Cost-of-Living Adjustments (COLAs) for the Unrepresented Assistant City Manager Position of 6% in Calendar Year 2022 and 3% in Calendar Year 2023

### **BACKGROUND:**

Historically, full-time City of San Bruno classifications that are not represented by a bargaining unit have received Cost-of-Living Adjustments (COLAs) following City Council action to approve similar changes for represented bargaining units.

On August 23, 2022, following the ratification of agreements with the Miscellaneous and Mid-Management Teamster bargaining units, the City Council approved COLAs for the following unrepresented classifications:

- Deputy City Clerk
- Executive Assistant to City Manager
- Legal Secretary
- Assistant to the City Manager
- City Clerk
- Economic Development Manager
- Human Resources Manager
- Management Analyst

On October 11, 2022, the City Council settled the remaining open collective bargaining contract with the San Bruno Management Employees Associations (SBMEA), covering all department directors. Additionally, on the same night, the City Council approved a contract amendment for the City Manager's compensation. Collectively, the aforementioned actions provided a salary and other compensation adjustments for all full-time City positions with the exception of the Assistant City Manager position.

### **DISCUSSION:**

On October 4, 2022, the City Council held a Closed Session for the purpose of a conference with labor negotiators pursuant to Government Code Section 54957.6 to discuss compensation for the Assistant City Manager position. At the conclusion of the Closed Session, a majority of the City Council authorized the City Manager to increase the annual

salary for the Assistant City Manager position by 6% for calendar year 2022 and an additional 3% for calendar year 2023.

**FISCAL IMPACT:**

An increase in the annual salary for the Assistant City Manager's position by 6% for calendar year 2022 and an additional 3% for calendar year 2023 will result in the total top-step (maximum) salaries, as shown below.

Calendar Year	Increase	Max Annual Salary
<b>2021</b>	-	\$227,112
<b>2022</b>	6%	\$240,739
<b>2023</b>	3%	\$247,961

Including salary and benefits, total estimated cost for a full calendar year in 2022 is \$15,300 and \$8,100 in 2023. Because the current incumbent joined the City on August 15, 2022, the projected cost in 2022 is \$5,740.

No additional budget appropriation is requested for the current 2022/23 fiscal year. The total cost for the increase in FY 22-23 is projected to be less than \$10,000 and will be funded with salary savings from vacant positions the City Manager's Office.

Going forward, the additional costs will be incorporated into future annual budgets for the City Manager's Office.

**RECOMMENDATION:**

Adopt Resolution Approving Cost-of-Living Adjustments (COLAs) for the Unrepresented Assistant City Manager Position of 6% in calendar year 2022 and 3% in calendar year 2023.

**ATTACHMENTS:**

1. Resolution

**DATE PREPARED:**

November 4, 2022

**DISTRIBUTION:**

None

**RESOLUTION NO. 2022 -**

**ADOPT RESOLUTION APPROVING COST-OF-LIVING  
ADJUSTMENTS (COLAS) FOR THE UNREPRESENTED ASSISTANT  
CITY MANAGER POSITION OF 6% IN CALENDAR YEAR 2022 AND  
3% IN CALENDAR YEAR 2023**

**WHEREAS**, the City of San Bruno's Assistant City Manager position is an unrepresented classification within the City Manager's Office;

**WHEREAS**, on October 4, 2022, the City Council held a Closed Session for the purpose of a conference with labor negotiators pursuant to Government Code Section 54957.6 to discuss compensation for the Assistant City Manager position;

**NOW, THEREFORE, BE IT RESOLVED** that the San Bruno City Council desires the increase the annual salary for the Assistant City Manager position by 6% in 2022 and 3% in 2023.

**BE IT FURTHER RESOLVED**, by the City Council of the City of San Bruno that it hereby approves Cost-of-Living Adjustments for the City's unrepresented Assistant City Manager position of 6% in calendar year 2022 and 3% in calendar year 2023, effective first full pay period in January of each calendar year (as prorated based on the start date of the employee).

Dated: November 8, 2022

—oOo—

I hereby certify that foregoing Resolution No. 2022 - \_\_\_\_ was adopted by the San Bruno City Council at a regular meeting on November 8, 2022, by the following vote:

**AYES:** Councilmembers:

**NOES:** Councilmembers:

**ABSENT:** Councilmembers:

**ATTEST:**

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Vicky Hasha, *Deputy City Clerk*



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** November 8, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Bobby Magee, Interim Finance Director

**PREPARED BY:** Esther Garibay-Fernandes, Financial Services Manager

**SUBJECT:** Receive First Quarter Financial Update Report for FY2022-23 as of September 30, 2022 and Adopt a Resolution Approving the Carryover of FY2022-23 Purchase Order Encumbrances and FY2022-23 Budget Amendments

### **BACKGROUND:**

The City Council approved the FY2022-23 Operating and Capital Improvement Budget on June 28, 2022. The approved budget is the annual plan and resource allocation guiding and ensuring implementation of City Council policies and priorities. The budget implements the vision and direction for the broad range of services that meet the needs of the community in accordance with City Council policy.

The City of San Bruno operates on a July 1 to June 30 fiscal year cycle. This financial review covers the period of July 1, 2022 through September 30, 2022 and serves as the first quarter budget update to the City Council for the current fiscal year. Analysis of the revenues collected and expenditures through September 30<sup>th</sup> provides a status updated of the objectives and priorities for departments that were articulated in the FY2022-23 budget.

The FY2022-23 adopted budget allocations do not include any purchase orders for the city's vendors from the prior fiscal year. During the FY2021-22 year-end financial close process, staff determine the vendor purchase orders that should be carried forward into FY2022-23 for services and other work to be performed. When a purchase order is executed, the department's budget line item for this expense is encumbered. An encumbrance is a portion of the budget that is set aside for the specific purpose outlined in the purchase order and cannot be used for any other purpose. The execution of purchase orders and encumbrances is a best practice for purchasing and budget management functions to ensure the City spend money in accordance with the budget and can effectively manage and track spending during the fiscal year. This report presents the total encumbrances from the prior fiscal year for City Council approval to be carried forward into FY2022-23. These encumbrances ensure that previously authorized funds are available in the current year covering incomplete projects and other continuing obligations.



## **DISCUSSION:**

### **Financial Overview**

The attached FY2022-23 Q1 Financial Report provides a summary of revenues and expenditures in the General Fund, Enterprise Funds, and Internal Service Funds. The following discussion focuses on variances from the revenue and expenditure plans and allocations contemplated in the budget.

### **General Fund**

The General Fund finances the operations of the City that have no special or dedicated revenue sources and pays for basic municipal services. The FY2022-23 adopted General Fund budget projects revenues totaling \$54,885,106 and expenditures totaling \$55,519,905 resulting in a deficit of \$634,799. General Fund revenues come from taxes, such as property, sales, transient occupancy, and business license tax, among others, department revenues for services provided, and franchise fees among other sources of revenues. General Fund expenditures include the public safety functions of Police and Fire operations, General Administration, Public Works, Community and Economic Development, and Community Services among other functions. The City Council adopted the FY2022-23 budget authorizing the use of available fund balance in the General Fund to address the \$634,799 deficit. Funding to cover the difference between revenues and expenditures is detailed in the FY2022-23 operating budget.

The first quarter financial update contains limited data and the one-time nature of various revenue and expenditure transactions that only provide limited trend information as of this early point in the fiscal year. For example, nearly all of the City's secured property tax revenue is received in two payments (one in December and another in April). In addition, there are large expenditure payments that occur during the first quarter, such as a lump sum payment to CalPERS for annual employee pension cost as well as Association of Bay Area Governments liability and property insurance premiums are paid in full during the first quarter. Total actual revenues received for the first quarter are estimated at 20% of budget, which is approximately four percent less than the first quarter in FY2021-22. Expenditures are currently estimated at 32% of the approved budget, which is a similar figure as the prior fiscal year upon completion of the 1<sup>st</sup> quarter.

### ***Notable Revenues – General Fund***

**Property Tax:** (FY2022-23 Q1: 7% of budget compared to 7% in FY2021-22). The Finance Department currently estimates that property tax revenue will come in 1% lower than previous fiscal year. The majority of the property tax revenue is normally received in December and April. So far, the revenue received is on pace with previous years.

**Sales Tax:** (FY2022-23 Q1: 16% of budget compared to 6% in FY2021-22). Overall sales tax revenues throughout the course of the fiscal year are expected to increase over the previous fiscal year by 2%. The California Department of Tax and Fee Administration reported higher revenues received in first quarter, as compared to previous year, by \$1,099,785 due primarily to higher than expected tax returns submitted by local retailers.

**Hotel/Motel Occupancy Tax:** (FY2022-23 Q1: 20% of budget compared to 24% in FY2021-22). Transient Occupancy Tax (TOT) revenue was budgeted \$1,039,400 higher in FY2022-23 than FY2021-22, under the assumption that hotel tax revenues would increase about 60% from previous year. During the first quarter, the City received \$150,800 more in TOT than same period last year, which appears to reflect the expected gradual improvement of the hospitality industry.

**Motor Vehicle License Fee (VLF):** (FY2022-23 Q1: 36% of budget compared to 0% in FY2021-22). VLF revenue is received as property tax in-lieu, due in two installments in December and April in conjunction with the County's property tax payments. In FY2020-21 San Mateo County endured a significant VLF Shortfall. As a result, the County filed a claim with the State Department of Finance on behalf of the counties and cities where San Bruno received \$2,399,390 from FY2020-21 VLF shortfall on 8/2/22. This was primarily due to Pacifica Elementary School, which was originally projected as basic aid turned non-basic aid at 6-30-22. As a result of this action, the total property taxes of non-basic aid school districts that are used to fund VLF increased by \$23.9 million, thus reducing the VLF shortfall amount to \$32.9 million from 56 million. Currently the City expects to see an overall decrease in VLF fees FY2022-23 Adopted Budget of (\$463,000).

**Regulatory Card Room Tax:** (FY2022-23 Q1: 34% of budget compared to 24% in FY2021-22). First quarter FY2022-23 is \$240,000 higher than same period last year, as the card room tax was expected to increase over the previous fiscal year. After reviewing additional requests for City services from Artichoke Joes, Finance updated the rate calculation for their firm through a negotiated agreement. City Council approved the resolution on July 12, 2022 for a quarterly increase of Card Room Tax of \$225,000 in addition to \$2,071 CPI Increase per table. As a result, the annual card room tax revenue expects a 2% increase this year compared to last year.

**Business Taxes:** (FY2022-23 Q1: 38% of budget compared to 57% in FY2021-22). Business taxes are due to the City when applications are submitted and annually on August 1<sup>st</sup>. First quarter FY2022-23 is \$478,000 lower than same period last year. The City received late payment on some of its top grossing vendors, which has not hit the City's accounting systems as of the close of the 1<sup>st</sup> quarter books. As local businesses continue to catch up on the required licenses, overall business tax revenues are expected to be received at a level closer to budgeted amounts in the mid-year report.

**Departmental – Aggregate:** (FY2022-23 Q1: 24% of budget compared to 27% in FY2021-22). Total departmental revenues as of the first quarter for FY2022-23 are \$394,790 lower than in FY2021-22. In FY2021-22 funding was received for the February 2021 Cost Recovery Agreement, which does not continue into this fiscal year. Overall, a slight increase in revenue for Public Works Engineer Plan check and Planning fees continues to be expected.

### *High-level Expenditure Summary Trends – General Fund*

**Total Expenditures:** (FY2022-23 Q1: 32% of budget compared to 32% in FY2021-22). As noted above, first quarter expenditures are typically higher due to the City choosing to take advantage of the CalPERS pre-payment option of both the Safety and Miscellaneous Plans' annual costs for the Unfunded Accrued Liability for CalPERS employee retirement of approximately \$8.6 Million in FY2022-23, which is \$0.9 Million more than FY2021-22.

Aggregate departmental expenditures were at 32%, similar to last year during the same time period. It should be noted that there was a \$1,887,474 increase over the same time period last year due to the Union contract negotiations involving salary and CalPERS retroactive payments on 9/16/22. Most departments expenditures are in the range of 28% - 33%, with the exception of the Fire department which was at 38% with CalPERS being the highest driver of the contract negotiations offset by reduced Overtime expenses.

### **Measure G Fund**

A total of \$3.7 million was budgeted for Measure G revenue, the half-cent use tax approved by voters in 2019. Based on a recent update from the City's Sales Tax consultants, HdL, Measure G appears to be on target and in line with FY2022-23 Adopted Budget. However, the first quarter in FY2022-23 is 12% higher than same period in FY2021-22. During the Budget Hearing of FY2022-23, City Council approved expenditures of \$6,110,000.

### **Enterprises and Internal Service Funds (ISFs)**

Four Enterprise Funds make up the City's business type operations. The Water Fund, Stormwater Fund, Wastewater Fund, and CityNet Services Fund are City municipal operations designed to fully recover costs through user fees. Internal Service Funds, which include the Central Garage, Building and Facilities Maintenance, Self-Insurance, and Technology Support also operate as business activities, exclusively supporting the City's internal operations.

### *Notable Revenues – Enterprise & ISFs*

**Water:** (FY2022-23 Q1: 30% of budget compared to 28% in FY2021-22). Revenues for

the first quarter were \$4,549,900 compared to \$4,647,700 in the prior year. The City did not increase the water rate this year. Water consumption for FY2022-23 is closely equivalent to the same period last year.

**Wastewater:** (FY2022-23 Q1: 30% of budget compared to 28% in FY2021-22). Revenues for the first quarter were \$4,888,100, compared to \$5,000,600 in the prior year. Similar to water operations, the City did not increase rates for wastewater operations this year. The wastewater consumption is based on winter months water usage and is calculated for the period from November thru April. These are updated in the billing system every July. Wastewater operations also have similar averages in FY022-23 compared to same period last year.

Both Water and Wastewater Utility accounts continue to have significant delinquencies as a result of the Covid-19 pandemic. To collect overdue balances, Finance sent out several courtesy letters encouraging delinquent customers to set up payment plans and received responses from some customers. However, since the City has not sent out hangtags, customers continue to fall behind on payments and therefore continue to have significant delinquencies. Although the City received assistance program funding from several agencies such as State Waterboard for both Water \$440,000 and Wastewater \$320,000 for customers that qualified during the time period March 2020 thru June 2021; and programs like Housing is Key (CA COVID-19 Rent Relief Program), Samaritan House, Family Housing & Adult Resources, these funds are still not enough due to customers continuing to fall behind on their payments and effort to bring their account balances up to date.

**Stormwater:** (FY2022-23 Q1: 0% of budget compared to 15% of budget in FY2021-22). Stormwater fees are collected through the County property tax roll with the first payment expected in December. The 15% difference in FY2021-22 were internal transfers from ARPA approved funds per Adopted Budget FY21-22 totaling \$1,000,000 to help Stormwater Fund.

**CityNet Services:** (FY2022-23 Q1: 23% of budget compared to 21% in FY2021-22). Actual revenues of \$2,078,000 are \$20,700 less than the previous year. The CityNet budget for the FY2022-23 year was reduced by \$873,600. CityNet also experienced high delinquencies, similar to utility services during the Covid-19 pandemic. As a result, staff sent a letter to delinquent households in November 2020 indicating they would be switched to basic cable services if they did not bring their accounts up to date. Consequently, delinquent customers were downgraded to a lower subscription and rate plan last year. CityNet lowered the budget revenues during budget planning to reflect the lower rate subscriptions for phone service, internet service, regular tv and premium channels on traditional cable service, digital equipment and slow pickup of new subscriptions on Streaming TV service which is slated to launch between January and March 2023. CityNet reports delinquencies totaling approximately \$123,571 as of September 30, 2022.

Expenditures for the four Enterprise Funds are all within their respective budget levels for the first three months of the fiscal year.

**Internal Service Funds:** (FY2022-23 Q1: 35% of budget compared to 35% in FY2022-23). Charges for each of the Internal Service Funds are by monthly allocation based on the adopted budget.

### **FY2021-22 Carryover Purchase Order Encumbrances**

The attached resolution re-appropriates outstanding encumbrances as of June 30, 2022 to the FY2022-23 budget to ensure that previously authorized funds are available in the current year to cover expenditures for uncompleted projects and continuing obligations approved during FY2021-22.

The largest PO Carryover amount listed below is under Facilities due to the Recreation & Aquatics Center project previously approved by City Council last fiscal year. The outstanding encumbrances are detailed in Attachment 3 to this report and are summarized as follows:

<b>Fund</b>	<b>Amount</b>
General Fund	\$1,089,024
ARPA Fund	166,272
Police Asset Forfeiture Fund	52,461
Federal /State Grants Fund	2,330
In Lieu Fees	10,000
Restricted Revenues Fund	7,720
Disaster Recovery Fund	2,864
Parks Capital Fund	48,711
Fire Capital Fund	201,246
Facilities Capital Fund	37,120,436
Streets Capital Fund	2,081,149
Technology Capital Fund	148,574
Water Fund	3,281,276
Stormwater Fund	127,183
Wastewater Fund	830,867
CityNet Services Fund	49,076
Central Garage Fund	8,431
Facility Maintenance Fund	26,151
General Equipment Revolving Fund:	891,416
Technology Development Fund	33,451
<b>Total</b>	<b>\$46,178,638</b>

### **Budget Amendments**

The following table summarizes the budget amendments being recommended, with explanations below:

Item	Fund	Program / Request	Revenue Increase/ (Decrease)	Expenditure Increase /(Decrease)
A	General Fund	Police Department		\$33,589
B	General Fund	Building	785,000	785,000
C	General Fund	Library		26,000
D	Equipment Reserves	Police Department		42,058
E	Development Impact Fees	Community Services		\$100,000

### **An explanation of the proposed budget amendments for the first quarter of FY2022-23 is below.**

#### **A. General Fund – Police Department:**

The Police Department is asking for a \$33,589 expenditure increase for LawNet Messaging Switch - The LawNet network connects police departments and the County's criminal justice agencies together and provides a gateway to external criminal justice networks. The equipment is more than 12 years old and needs to be replaced due to age. LawNet uses unreliable, expensive, and outdated AT&T circuits. These circuits need to be replaced with fiber-optic circuits and this will allow agencies to ensure higher standards of encryption. The shared components for the system are funded by all participating law enforcement agencies through the Message-Switch Budget which is administered by the County's Office of Public Safety Communications. The County invoices each participating agency for share of the overall budget. Each participating agency is responsible for purchasing its own date communications equipment.

**B. General Fund – Building:**

A request to increase revenue by \$785,000 and expenditures account and appropriation of \$785,000 to pay for Consultant Off-Site Plan Check Services. The expenditure will be offset by the increase in Revenue as the services are fully cost recoverable.

**C. General Fund – Library:**

The Department is recommending additional tools & equipment in the amount of \$26,000 for Replacement of self-checkout machines and security gates. The units/software are no longer supported and presents a network security risk.

**D. Equipment Reserves – Police Department:**

Bulletproof Vests - Replacement of expired bulletproof vests required by MOU for members of the police department. Partially grant funded by Federal Bulletproof Vest Partnership (BVP Federal Grant Program). Total cost was \$62,057.11 minus the grant PD received for \$19,998.90 for a total cost to the equipment reserve fund of \$42,058.21.

**E. Development Impact Fees:**

Funding for the City on-call Landscape Architect for the Crestmoor Multi-Use Fields Facility Project. The consultant will facilitate a community engagement process, build consensus for a preferred master plan, and prepare plans and supporting documents delineating proposed multi-use fields facility improvements at the former Crestmoor High School site. The current developer has offered to dedicate this land to the City. The recommended action includes an increase in expenditures of \$100,000 to this fund.

**FISCAL IMPACT:**

The resolution appropriating funds in the budget amendment for purchase order carryover encumbrances will increase the adopted Operating and Capital Improvement Budget in each fund as summarized below:

<b>Fund</b>	<b>Amount</b>
General Fund	\$1,089,024
ARPA Fund	166,272
Police Asset Forfeiture Fund	52,461
Federal/State Grants Fund	2,330
In Lieu Fees	10,000
Restricted Revenues Fund	7,720
Disaster Recovery Fund	2,864
Parks Capital Fund	48,711
Fire Capital Fund	201,246

Facilities Capital Fund	37,120,436
Streets Capital Fund	2,081,149
Technology Capital Fund	148,574
Water Fund	3,281,276
Stormwater Fund	127,183
Wastewater Fund	830,867
CityNet Services Fund	49,076
Central Garage Fund	8,431
Facility Maintenance Fund	26,151
General Equipment Revolving Fund	891,416
Technology Development Fund	33,451
<b>Total</b>	<b>\$46,178,638</b>

The resolution appropriating funds for additional budget amendments will change the adopted operating and capital improvement budgeted appropriation in each fund as summarized below:

<b>Fund</b>	<b>Revenue Budget Change</b>	<b>Expenditure Budget Change</b>
<b>General Fund</b>	<b>\$785,000</b>	<b>\$844,589</b>
<b>Equipment Reserves</b>		<b>42,058</b>
<b>Development Impact Fund</b>		<b>\$100,000</b>

#### **ALTERNATIVES:**

1. Do not adopt a resolution approving the carryover of FY2021-22 Purchase Order Encumbrances in FY2022-23 and provide direction to staff.
2. Do not adopt a resolution approving additional budget amendments for FY2022-23 and provide direction to staff.

#### **RECOMMENDATION:**

Receive First Quarter Financial Update Report as of September 30, 2022 for FY2022-23 and adopt resolution amending FY2022-23 Operating and Capital Improvement



Budget approving carryover FY2021-22 purchase order encumbrances and budget amendments.

**ATTACHMENTS:**

1. Resolution
2. Quarterly Financial Report as of September 30, 2022
3. Outstanding Purchase Orders by Fund on June 30, 2022

**DATE PREPARED:**

October 20, 2022

**RESOLUTION NO. 2022-\_\_\_\_\_**

**RESOLUTION APPROVING FIRST QUARTER BUDGET AMENDMENT  
FOR FY2022-23 OPERATING AND CAPITAL IMPROVEMENT BUDGET AND CARRYOVER  
OF FY2021-22 PURCHASE ORDER ENCUMBRANCES AND FY2022-23 BUDGET  
AMENDMENTS**

**WHEREAS**, the City prepares and adopts its budgets with the intent of providing a planned policy program for City services and a financial system to carry out the planned program of services; and

**WHEREAS**, the City Council approved Resolution no. 2022-58 adopting the FY2022-23 Operating and Capital Budget on June 28, 2022; and

**WHEREAS**, the City Council may amend the budget as necessary to account for changing conditions; and

**WHEREAS**, amendments for revenues and expenditures impacting the various funds should be approved consistent with the operating requirements and previous City Council actions and consistent with the information provided with the first quarter financial status report received by the City Council on November 8, 2022;

**WHEREAS**, the City Council has reviewed the carryover of the following amounts by fund to pay for carryover purchase orders for operating and capital improvement program commitments as shown in the accompanying staff report; and

**WHEREAS**, the re-appropriation of those prior budgeted funds ensures that previously authorized funds are available in the current year budget to cover the cost of uncompleted projects and continuing obligations; and

**WHEREAS**, the City Council has reviewed various budget change requests for amendment as shown in the accompanying staff report.

**NOW THEREFORE**, the City Council of the City of San Bruno hereby resolves to:

- Authorize the carryover and appropriation as reflected in the accompanying staff report; and
- Amend the various funds for budget amendments reflected in the accompanying staff report; and
- The Finance Director or Accounting Manager is hereby authorized to make these budget changes provided they are solely to correct errors and discrepancies.

—o0o—

I hereby certify that foregoing Resolution No. 2022-\_\_\_\_\_ was introduced and adopted by the San Bruno City Council at a regular meeting on November 8, 2022 by the following vote:

AYES:

NOES:

ABSENT:

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City Clerk

City of San Bruno  
1st Quarter Financial Report  
As of September 30, 2022

GENERAL FUND	FY2022-23					FY2020-21			FY2022-23 v FY2021-22	
	September 30, 2022			Q1 Changes	Projection	September 30, 2021			Yr to Yr Change (\$)	Yr to Yr Change (%)
	Amended Budget	YTD 9/30/2022	% of Budget			Amended Budget	YTD 9/30/2021	% of Budget		
<b>Revenues</b>										
<b>GENERAL GOVERNMENT</b>										
Property Tax	12,188,998	868,043	7%	-	12,188,998	12,370,268	877,598	7%	(\$9,554)	-1%
Sales Tax	10,876,105	1,733,851	16%	-	10,876,105	10,713,464	632,052	6%	1,101,799	174%
Hotel/Motel Occupancy Tax	2,772,483	561,368	20%	-	2,772,483	1,733,041	410,549	24%	150,819	37%
Motor Vehicle License Fee	6,632,000	2,399,390	36%	-	6,632,000	3,474,507	-	0%	2,399,390	0%
Regulatory (Card Room) Tax	2,331,075	795,309	34%	-	2,331,075	2,278,567	555,148	24%	240,161	43%
Business Taxes	2,005,000	762,152	38%	-	2,005,000	2,159,000	1,240,450	57%	(478,298)	-39%
Franchise Fees	1,827,000	291,974	16%	-	1,827,000	1,839,000	302,470	16%	(10,496)	-3%
Use of Money and Property	818,900	444,177	54%	-	818,900	754,524	211,923	28%	232,254	110%
Charges for Services	4,804,800	1,201,197	25%	-	4,804,800	4,565,759	1,141,447	25%	59,750	5%
Recoveries & One-time	1,776,000	38,920	2%	-	1,776,000	518,474	20,403	4%	18,517	91%
<b>Sub Total</b>	<b>46,032,361</b>	<b>9,096,380</b>	<b>20%</b>	-	<b>46,032,361</b>	<b>40,406,604</b>	<b>5,392,039</b>	<b>13%</b>	<b>3,704,341</b>	<b>69%</b>
<b>DEPARTMENTAL</b>										
Police	3,123,191	585,759	19%	-	3,123,191	2,507,327	1,218,446	49%	(\$632,687)	-52%
Fire	741,204	200,662	27%	-	741,204	810,947	220,851	27%	(20,188)	-9%
Public Works	1,341,800	374,229	28%	-	1,341,800	1,140,300	275,733	24%	98,496	36%
Planning	310,427	149,733	48%	-	310,427	285,000	19,363	7%	130,371	673%
Building	2,772,525	757,338	27%	785,000	3,557,525	4,007,647	713,765	18%	43,573	6%
Recreation	508,498	80,831	16%	-	508,498	390,521	107,927	28%	(27,096)	-25%
Senior Services	218,500	14,482	7%	-	218,500	251,500	6,235	2%	8,247	132%
Parks	3,500	735	21%	-	3,500	3,500	525	15%	210	40%
Library	8,600	7,108	83%	-	8,600	6,153	2,824	46%	4,284	152%
<b>Sub Total</b>	<b>9,028,245</b>	<b>2,170,878</b>	<b>24%</b>	<b>785,000</b>	<b>9,813,245</b>	<b>9,402,895</b>	<b>2,565,668</b>	<b>27%</b>	<b>(\$394,790)</b>	<b>-15%</b>
<b>Total Revenues</b>	<b>55,060,606</b>	<b>11,267,258</b>	<b>20%</b>	<b>785,000</b>	<b>55,845,606</b>	<b>49,809,499</b>	<b>7,957,707</b>	<b>16%</b>	<b>3,309,551</b>	<b>42%</b>
<b>Expenditures</b>										
General Administration										
City Council	203,504	57,169	28%	-	203,504	174,354	22,699	13%	34,470	152%
City Clerk	632,966	129,048	20%	-	632,966	560,230	132,481	24%	(3,433)	-3%
City Attorney's Office	626,677	175,665	28%	-	626,677	653,753	158,357	24%	17,307	11%
City Manager's Office	1,410,466	381,280	27%	-	1,410,466	1,308,502	351,333	27%	29,947	9%
Human Resources	1,117,758	266,982	24%	-	1,117,758	893,956	238,570	27%	28,413	12%
Finance - Administration	1,712,865	572,226	33%	-	1,712,865	1,440,751	399,219	28%	173,007	43%
Finance - Revenue Services	1,083,494	343,665	32%	-	1,083,494	1,203,736	380,074	32%	(36,408)	-10%
Police	21,013,919	7,151,193	34%	33,589	21,047,508	19,477,578	6,449,623	33%	701,571	11%
Fire	12,911,839	4,854,089	38%	-	12,911,839	11,584,122	4,570,477	39%	283,612	6%
Public Works	4,346,876	1,247,620	29%	-	4,346,876	3,940,639	1,040,583	26%	207,037	20%
Planning	1,791,840	520,490	29%	-	1,791,840	1,651,847	388,618	24%	131,872	34%
Building	1,982,643	553,071	28%	785,000	2,767,643	1,702,059	411,530	24%	141,540	34%
Recreation	2,158,038	525,213	24%	-	2,158,038	1,641,487	494,473	30%	30,740	6%
Parks	3,056,327	949,600	31%	-	3,056,327	2,718,520	704,505	26%	245,095	35%
Senior Services	1,347,954	327,822	24%	-	1,347,954	1,239,307	322,945	26%	4,877	2%
Library	2,357,601	712,550	30%	26,000	2,383,601	2,146,411	704,611	33%	7,938	1%
Non-Departmental and Debt Service	(580,229)	(393,891)	68%	-	(580,229)	(776,023)	(283,781)	37%	(110,110)	39%
<b>Total Expenditures</b>	<b>57,174,538</b>	<b>18,373,792</b>	<b>32%</b>	<b>844,589</b>	<b>58,019,127</b>	<b>51,561,229</b>	<b>16,486,318</b>	<b>32%</b>	<b>1,887,474</b>	<b>11%</b>
<b>Operating Surplus/(Deficit)</b>	<b>(2,113,931)</b>			<b>(59,589)</b>	<b>(\$2,173,520)</b>	<b>(\$1,751,730)</b>				

City of San Bruno  
1st Quarter Financial Report  
As of September 30, 2022

Other	FY2022-23					FY2020-21			FY2022-23 v FY2021-22	
	September 30, 2022			Q1 Changes	Projection	September 30, 2021			Yr to Yr Change (\$)	Yr to Yr Change (%)
	Amended Budget	YTD 9/30/2022	% of Budget			Amended Budget	YTD 9/30/2021	% of Budget		
<b>Measure G</b>										
Revenues	3,763,212	764,978	20%	-	3,763,212	3,509,000	268,336	8%	496,642	185%
Expenditures	6,110,000	119,603	2%	-	\$6,110,000	(\$1,790,000)	(\$240,000)	13%	\$359,603	-150%
<b>Total</b>	<b>9,873,212</b>	<b>884,581</b>	<b>9%</b>	<b>0</b>	<b>9,873,212</b>	<b>1,719,000</b>	<b>28,336</b>	<b>2%</b>	<b>856,245</b>	<b>3022%</b>
<b>Equipment Reserve</b>										
Expenditures	581,100	\$80,419	14%	42,058	\$623,158	\$761,881	\$47,084	6%	\$33,335	71%
<b>Total</b>	<b>581,100</b>	<b>\$80,419</b>	<b>14%</b>	<b>42,058</b>	<b>623,158</b>	<b>761,881</b>	<b>47,084</b>	<b>6%</b>	<b>33,335</b>	<b>71%</b>

City of San Bruno  
1st Quarter Financial Report  
As of September 30, 2022

ENTERPRISES & INTERNAL SERVICE FUNDS	FY2022-23			FY2022-23		FY2020-21			FY2022-23 v FY2021-22	
	September 30, 2022					September 30, 2021			Yr to Yr Change (\$)	Yr to Yr Change (%)
	Amended Budget	YTD 9/30/2022	% of Budget	Q1 Change	Projection	Amended Budget	YTD 9/30/2021	% of Budget		
Central Garage										
Revenue	\$713,119	\$178,284	25%	-	\$713,119	\$882,154	\$239,287	27%	(\$61,003)	-25%
Expenditure	\$893,088	\$257,160	29%	-	\$893,088	\$799,814	\$223,646	28%	\$33,514	15%
Buildings & Facilities										
Revenue	\$1,551,198	\$387,804	25%	-	\$1,551,198	\$1,965,163	\$610,916	31%	(\$223,112)	-37%
Expenditure	\$2,020,995	\$614,152	30%	-	2,020,995	\$2,005,161	\$551,544	28%	\$62,608	11%
Self-Insurance										
Revenue	\$3,408,873	\$852,216	25%	-	\$3,408,873	\$2,928,085	\$732,021	25%	\$120,195	16%
Expenditure	\$3,408,873	\$2,130,430	62%	-	3,408,873	\$2,928,085	\$1,843,440	63%	\$286,990	16%
Technology										
Revenue	\$1,627,641	\$406,905	25%	-	\$1,627,641	\$1,166,010	\$485,718	42%	(\$78,813)	-16%
Expenditure	\$1,534,964	\$304,168	20%	-	1,534,964	\$1,372,091	\$299,189	22%	\$4,979	2%
Water Enterprise										
Revenue	\$15,031,393	\$4,549,899	30%	-	\$15,031,393	\$16,793,365	\$4,647,724	28%	(\$97,824)	-2%
Expenditure	\$12,632,134	\$2,219,552	18%	-	12,632,134	\$10,490,155	\$2,103,963	20%	\$115,589	5%
Stormwater Enterprise										
Revenue	\$650,000	\$0	0%	-	650,000	\$1,659,500	\$249,999	15%	#REF!	0%
Expenditure	\$1,713,185	412,660	24%	-	1,713,185	\$1,468,038	\$346,650	24%	(\$346,650)	-100%
Wastewater Enterprise										
Revenue	\$16,188,653	\$4,888,110	30%	-	\$16,188,653	\$17,942,726	\$5,000,612	28%	(\$112,502)	-2%
Expenditure	\$11,495,847	\$2,847,039	25%	-	11,495,847	\$9,858,895	\$2,396,311	24%	\$450,728	19%
CityNet Services										
Revenue	\$8,937,164	\$2,078,065	23%	-	8,937,164	\$9,810,775	\$2,098,750	21%	(\$20,685)	-1%
Expenditure	\$8,751,398	\$2,123,162	24%	-	8,751,398	\$9,852,227	\$2,170,430	22%	(\$47,268)	-2%

PO Number	Vendor	PO Description	Outstanding Amount at June 30, 2022
<b>001 General Fund</b>			
1120-00002	0098639 MUNICIPAL RESOURCE GROUP, LLC	ELECTION SERVICES AND CITY CLERK'S OFFICE SUPPORT	20,000.00
1210-00014	0098639 MUNICIPAL RESOURCE GROUP, LLC	EXPERT PROJECT ADVISORY SERVICES TO THE SAN BRUNO PUBLIC WORKS DEPARTMENT	545.00
1210-00014	0098639 MUNICIPAL RESOURCE GROUP, LLC	EXPERT PROJECT ADVISORY SERVICES TO THE SAN BRUNO PUBLIC WORKS DEPARTMENT	272.50
1210-00016	0016967 GROUP 4	EASIBILITY STUDY ON CONVERSION OF EXISTING FORMER EL CRYSTAL SITE @ 201 BALBOA	960.00
1210-00017	0109929 SMITH AND ASSOCIATES, INC.,	DISTRICT ELECTIONS PUBLIC OUTREACH & ENGAGEMENT	9.02
1210-00017	0109929 SMITH AND ASSOCIATES, INC.,	DISTRICT ELECTIONS PUBLIC OUTREACH & ENGAGEMENT	3,137.86
1210-00018	0110125 SCHOFIELD IMAGES	CITYWIDE PHOTOGRAPHY SERVICES FOR DIGITAL PHOTO LIBRARY	1,350.00
1210-00019	0098639 MUNICIPAL RESOURCE GROUP, LLC	PROJECT MNGMNT SERVICES FOR INTERIM CITY ATTORNEY RFP PROCESS	8,000.00
1210-00020	0108425 GOOD CITY COMPANY	PLANNING SERVICES TO EXAMINE POTENTIAL NEW LOCATION FOR JOINT CORPORATION YARD	9,557.07
1210-00021	0110189 TBWBH PROPS & MEASURES	BALLOT CONSULTANT SERVICES FOR POTENTIAL NOV 2022 BALLOT	7,933.34
1210-00021	0110189 TBWBH PROPS & MEASURES	BALLOT CONSULTANT SERVICES FOR POTENTIAL NOV 2022 BALLOT	17,566.66
1220-00008	0109976 GOVERNMENTJOBS.COM, INC.	NEOGOV - IMPLEMENTATION OF COMPREHENSIVE HR, PAYROLL AND TALENT MGMT PLATFOR	45,030.01
1250-00042	0098639 MUNICIPAL RESOURCE GROUP, LLC	PROFESSIONAL ADVISORY SERVICES TO SAN BRUNO FINANCE DEPARTMENT	8,750.00
1251-00003	0108301 R3 CONSULTING GROUP	CONDUCT DETAILED PERFORMANCE & RATE REVIEW FOR RECOLOGY NEGOTIATION	67,162.50
2010-00096	0105899 SUN RIDGE SYSTEMS, INC	RIMS CIBRS REPORTING SOFTWARE	25,000.00
2010-00100	0016774 SAN DIEGO POLICE EQUIPMENT CO.	FY2021 DUTY & TRAINING AMMUNITION	30.97
2010-00100	0016774 SAN DIEGO POLICE EQUIPMENT CO.	FY2021 DUTY & TRAINING AMMUNITION	1,596.60
2010-00116	0105899 SUN RIDGE SYSTEMS, INC	RIMS SEPARATION DATA EXTRACTION	18,000.00
2010-00117	0018807 GALLS, LLC	POINT BLANK BLACK SERIES AXBIIIA BODY ARMOR VESTS	62,057.11
2110-00043	0014878 MOTOROLA SOLUTIONS INC.	MOTOROLA CHARGERS, DISPLAY AND CABLES	287.24
2110-00050	0109784 AP TRITON CONSULTING	AP TRITON - STANDARDS OF COVER STUDY	4,227.00
2110-00064	0014878 MOTOROLA SOLUTIONS INC.	MOTOROLA - FLASHPORT, SMARTZONE & SOFTWARE	3,447.60
3010-00437	0105955 COAST CODE CONSULTANTS, INC., WEST	WC3 STAFF AUGMENTATION, PLAN CHECK, LAND DEV SUPPORT SRVCS	23,775.00
3010-00466	0018898 TJKM TRANSPORTATION CONSULTANT	TJKM PROJ MGMT & TRAFFIC ENGINEERING SRVCS STAFF AUGMENTATION	19,872.50
3010-00481	0000911 COTTON, SHIRES & ASSOCIATES	COTTON SHIRES & ASSOC GEOTECHNICAL SRVCS SLOPE CONDITIONS	46,532.19
3010-00494	0018898 TJKM TRANSPORTATION	TJKM TRAFFIC ENGINEERING CONSULTING SRVCS	21,228.75
3010-00509	0018899 EOA INC.	EOA, INC STORMWATER INSPECTION SRVCS	42,484.13
3310-00037	0109565 LAND LOGISTICS, INC.	PROFESSIONAL PLANNING CONSULTANT ASSISTANCE	30,647.50
3310-00041	0018799 ECONOMIC&PLANNING SYSTEMS INC.	EPS ECONOMIC CONSULTANT AS NEEDED-CITY INITIATED PROJECTS	62,307.50
3310-00042	0109565 LAND LOGISTICS, INC.	LAND LOGISTICS PROF CONSULTANT SRVCS FOR CANNABIS-RELATED CITY ORDINANCES	7,712.50

3310-00043	0098639 MUNICIPAL RESOURCE GROUP, LLC	MUNICIPAL RESOURCE GROUP PROF CONSULTANT SRVCS FOR CRESTMOOR	24,822.50
3310-00044	0098639 MUNICIPAL RESOURCE GROUP, LLC	CONSULTANT SERVICES POLICY PROGRAM COACHING SUPPORT	34,366.45
3310-00044	0098639 MUNICIPAL RESOURCE GROUP, LLC	CONSULTANT SERVICES POLICY PROGRAM COACHING SUPPORT	6,366.45
3310-00046	0108696 POWERS AND ASSOCIATES, INC., DAVID J	DJ POWERS PROF SRVCS: CEQA/HOUSING ELEMENT	28,291.69
3310-00047	0108425 GOOD CITY COMPANY	GOOD CITY - HOUSING ELEMENT UPDATE PROJ MGMT, COMMUNITY OUTREACH SRVCS	3,597.50
3320-00015	0105955 COAST CODE CONSULTANTS, INC., WEST	WC3 FY21 BLDG DIVISION STAFF AUGMENTATION ON-DEMAND	67,905.00
3320-00017	0105955 COAST CODE CONSULTANTS, INC., WEST	WC3 BUILDING DIVISION CBO STAFFING (ON-DEMAND)	8,510.00
3320-00018	0105955 COAST CODE CONSULTANTS, INC., WEST	FY21-22 IN-HOUSE PLANS EXAMINER SERVICES	2,860.00
3320-00019	0105955 COAST CODE CONSULTANTS, INC., WEST	WC3 ON-CALL BLDG DIVISION STAFF SRVCS-TECH,SR INSPECTOR	62,165.00
4110-00118	0000386 CITY OF SOUTH SAN FRANCISCO	CITY OF SOUTH SAN FRAN STREET LIGHT MAINTENANCE FY21-22	17,816.94
4110-00119	0106743 SAFETY NETWORK TRAFFIC SIGNS	SAFETY NETWORK TRAFFIC SIGNS REPLACEMENT PROJECT	90.00
4110-00122	0105718 ELECTRICAL DISTRIBUTORS, INC., ALAMEDA	ALAMEDA ELECTRICAL DIST (4) HAPCO POLES-STREETS	6,245.30
5110-00038	0092223 CORRIDOR JOINT POWERS BOARD, PENINSULA	RAILROAD PLACE TREE CUTTING	15,120.00
5110-00039	0013683 F. FERRANDO & CO.	CONCRETE AND REPAIR SERVICES	17,006.00
5110-00040	0016874 DU-ALL SAFETY, LLC	ASSESSMENT OF ENVIRONMENTAL HEALTH AND SAFETY COMPLIANCE	6,195.00
5110-00042	0018048 LANDSCAPE ARCHITECTURE, INC., CALLANDER ASSOCIATES	ARBORIST SERVICES	60,000.00
5110-00043	0017924 LORAL LANDSCAPING INC.	WEED ABATEMENT IN RIGHT OF WAYS	15,007.00
5110-00044	0096767 WEST COAST ARBORISTS, INC.	AS NEEDED EMERGENCY TREE WORK	60,000.00
4110-00117	0001782 FLOWERS ELECTRIC & SVC.CO.INC.	FLOWERS ELEC FY21-22 BLANKET STREETLIGHT MAINTENANCE AND ELEC REPAIR	93,178.92
			<b>\$ 1,089,024.30</b>
<b>006 American Rescue Plan Act Fund</b>			
3010-00494	0018898 TJKM TRANSPORTATION	TJKM TRAFFIC ENGINEERING CONSULTING SRVCS	130,000.00
3320-00019	0105955 COAST CODE CONSULTANTS, INC., WEST	WC3 ON-CALL BLDG DIVISION STAFF SRVCS-TECH,SR INSPECTOR	36,272.20
			<b>\$ 166,272.20</b>
<b>111 Police Asset Forfeiture Fund</b>			
1210-00012	0109600 IMPACT JUSTICE	PROF SVCS FOR SAFE & EQUITABLE POLICING REVIEW	2,461.08
2010-00119	0109337 FLOCK SAFETY	FLOCK ALPR CAMERAS	50,000.00
			<b>\$ 52,461.08</b>
<b>121 Federal / State Grants Fund</b>			
2110-00043	0014878 MOTOROLA SOLUTIONS INC.	MOTOROLA CHARGERS, DISPLAY AND CABLES	2,329.97
			<b>\$ 2,329.97</b>

**131 In-Lieu Fees**

3310-00049	0106460 LIFEMOVES	LIFEMOVES - FY21-22 AND FY22-23	10,000.00
			\$ 10,000.00

**133 Restricted Revenues Fund**

2010-00117	0018807 GALLS, LLC	POINT BLANK BLACK SERIES AXBIIIA BODY ARMOR VESTS	7,720.26
			\$ 7,720.26

**136 Emergency Disaster Reserve Fund**

2110-00059	0110063 GLOBAL LLC DBA WESHIELD,	FLOWFLEX COVID-19 ANTIGEN TESTS	2,863.75
			\$ 2,863.75

**201 Parks and Facilities Capital Fund**

1210-00006	0016967 GROUP 4	PROF CONSTR DESIGN SRVCS FOR PHASE II OF NEW RECREATION AND AQUATICS CENTER	771,757.32
1520-00037	0109532 MATRIX HG, INC.	MATRIX HG HVAC CIP LIBRARY PROJ 51012 FY 21-22	199,917.00
2110-00042	0105134 CALIFORNIA CONSERVATION CORPS	CA CONSERVATION CORPS-CRESTMOOR CANYON PROJ PH II YR 1 OF 4	131,981.00
2110-00052	0108094 TONY LOPES JR	TONY LOPES JR. - MULCHING HEAD & OPERATOR CRESTMOOR CANYON	1,925.00
3010-00432	0108302 GRIFFIN STRUCTURES, INC.	PROJECT MGMT, CONSTRUCTION & INSPECTION SRVCS FOR REC & AQUATICS CTR	209,437.91
3010-00447	0108792 SHAH KAWASAKI ARCHITECTS	SHAH KAWASAKI ARCHITECTS FIRE STA 52 RENOVATION PROJ DESIGN SRVCS	32,064.56
3010-00464	0106400 ZEIGER ENGINEERS, INC.	ZEIGER ENGINEERS ELECTRICAL ENGINEERING SRVCS TOM LARA FIELD PARKING LOT	2,775.00
3010-00480	0108415 GOLDEN BAY CONSTRUCTION, INC.	GOLDEN BAY CONSTRUCTION LARA FIELD PARKING LOT REHAB PROJ	129,368.40
3010-00483	0109746 TWINING, INC.	TWINING, INC CONSULTANT MATERIALS TESTING SRVCS LARA FIELD PARKING LOT REHAB	18,173.67
3010-00487	0109771 CONSTRUCTION ASSOCIATES, INC., LATHROP	LATHROP CONSTRUCTION ASSOC CONSTRUCTION SRVCS REC /AQUATIC CENTER	34,282,633.04
3010-00490	0096893 WILSEY HAM	WILSEY HAM ENGINEERING STAFF SUPPORT CIP PROJECTS	13,625.30
3010-00493	0104999 NINYO AND MOORE	RAC PROJECT - NINYO & MOORE GEOTECH ENGINEERING SRVCS.	338,357.50
3010-00496	0109998 CPM ASSOCIATES, INC.	CPM CONSULTNG SRVCS FOR SB RAC PROJECT MGMT	756,373.74
3010-00505	0109746 TWINING, INC.	TWINING INC MATERIALS TESTING SRVCS SR CTR PARKING LOT & TRASH ENCLOSURE	12,928.14
3310-00048	0105452 PAGE & TURNBULL, INC.	RAC EIR CULTURAL RESOURCES MITIGATION MEASURES	35,615.64
5110-00010	0106447 MOORE,IACOFANO, GOLTSMAN, INC.	LANDSCAPE ARCHITECTURAL DESIGN AND CONSTRUCTION SUPPORT SERVICES	13,480.00
5110-00029	0109117 DENISE ENEA CONSULTING	FIRE MITIGATION CRESTMOOR CANYON PROJECT MANAGER	67,340.00
5110-00033	0106447 MOORE,IACOFANO, GOLTSMAN, INC.	FLORIDA AVE PARK RESTART-FINALIZE CONSTRUCTION DOCS & SUPPORT	32,455.00
3010-00510	0110240 GUERRA CONSTRUCTION GROUP	GUERRA CONSTRUCTION SENIOR CTR PARKING LOT CONSTRUCT SRVCS	320,183.74
			\$ 37,370,391.96



**203 Streets Improve. Projects Fund**

3010-00425	0000430 DKS ASSOCIATES	DKS ASSOCIATES TRAFFIC DESIGN ENGINEERING SRVCS FOR SBA & CHERRY AVE	14,271.11
3010-00444	0095210 PAVEMENT ENGINEERING INC.	PAVEMENT ENGINEERING INC: PAVEMENT TESTING & EVAL SRVCS 2019 ST REHAB PROJ	11,560.00
3010-00445	0095210 PAVEMENT ENGINEERING INC.	PAVEMENT ENGINEERING INC: CONSULTANT SRVCS HUNTINGTON SAN ANTONIO BIKE CORRIDOR	6,220.00
3010-00466	0018898 TJKM TRANSPORTATION CONSULTANT	TJKM PROJ MGMT & TRAFFIC ENGINEERING SRVCS STAFF AUGMENTATION	2,522.75
3010-00482	0018898 TJKM TRANSPORTATION CONSULTANT	TJKM CONSULTANT SRVCS TRAFFIC SAFETY ASSESSMENT VARIOUS INTERSECTIONS	16,020.00
3010-00488	0109778 RIGHT OF WAY SERVICES, INC., ASSOCIATED	ASSOC RIGHT OF WAY SERVICES INC HUNTINGTON AVE CYCLE TRACK DRAFT	27,216.25
3010-00489	0107476 IDAX DATA SOLUTIONS	7-DAY SPEED SURVEY & TRAFFIC COUNTS FOR SELECT LOCATION	18,100.00
3010-00492	0098436 PROFESSIONAL LAND SERVICES	PROFESSIONAL LAND SERVICES SURVEYING SRVCS BART ROW TRANSFER	30,505.00
3010-00497	0108415 GOLDEN BAY CONSTRUCTION, INC.	GOLDEN BAY CONSTRUCT INC SIDEWALK REPAIR SRVCS VARIOUS LOCATIONS	3,750.00
3010-00498	0110078 ALTA PLANNING + DESIGN, INC.	ALTA PLANNING & DESIGN SAFE ROUTES TO SCHOOL PLAN DEVELOPMENT	131,911.19
3010-00500	0096946 HDR ENGINEERING, INC.	HDR ENGINEERING SRVCS FOR HUNTINGTON BICYCLE & PEDESTRIAN IMP PROJ	628,854.34
3010-00501	0000430 DKS ASSOCIATES	DKS TRAFFIC ENGINEERING DESIGN SRVCS OAK & CRYSTAL	117,463.00
3010-00504	0108415 GOLDEN BAY CONSTRUCTION, INC.	GOLDEN BAY CONSTRUCTION CONSTRUCT SRVCS SAN ANTONIO AVE BICYCLE CORRIDOR PROJECT	607,728.74
3010-00506	0018898 TJKM TRANSPORTATION CONSULTANT	TJKM TRAFFIC ENGINEERING SRVCS DEVELOP LOCAL ROADWAY SAFETY PLAN	45,516.53
3010-00507	0109746 TWINING, INC.	TWINING INC MATERIALS TESTING SRVCS HUNTINGTON BIKE PROJ	28,310.00
3010-00508	0105553 BELLECCI & ASSOCIATES, INC.	BELLECCI & ASSOC DESIGN SRVCS TRANSIT CORRIDOR PED PROJECT	19,154.5
4800-00020	0109934 NEMA CONSTRUCTION	NEMA CONSTRUCTION STREET LIGHT POLE REPLACEMENT	327,100.00
5110-00037	0018048 LANDSCAPE ARCHITECTURE, INC., CALLANDER ASSOCIATES	CALLANDER ASSOC. SRVCS FOR CENTENNIAL PLAZA PROJ.	44,945.96
			\$ 2,081,149.37

**207 Technology Capital Fund**

1250-00036	0018687 TYLER TECHNOLOGIES INC.	TYLER CONTENT MANAGER AND OUTPUT PROCESSOR	3,300.75
1530-00087	0108691 BEAR CLOUD TECHNOLOGIES, INC.	BEAR CLOUD CISCO PHONE SYSTEM CITYWIDE UPGRADE	69,833.52
1530-00087	0108691 BEAR CLOUD TECHNOLOGIES, INC.	BEAR CLOUD CISCO PHONE SYSTEM CITYWIDE UPGRADE	65,500.00
1530-00091	0109226 NATIX, INC.	NATIX QUOTE# NATIX-25775 LAPTOPS FOR EOC CIP PROJECT	9,940.03
			\$ 148,574.30

**611 Water Fund**

1210-00014	0098639 MUNICIPAL RESOURCE GROUP, LLC	EXPERT PROJECT ADVISORY SERVICES TO THE SAN BRUNO PUBLIC WORKS DEPARTMENT	1,907.50
1210-00020	0108425 GOOD CITY COMPANY	PLANNING SERVICES TO EXAMINE POTENTIAL NEW LOCATION FOR JOINT CORPORATION YARD	9,557.09
1510-00047	0017570 LEHR AUTO ELECTRIC	FY18-19 LEHR OUTFIT NEW VEHICLES - PD/UTILITY	16,387.50

1520-00030	0109283 ODYSSEY POWER CORPORATION	ODYSSEY ON CALL PW GENERATOR MAINTENANCE	14,693.29
3010-00315	0104660 WEST YOST ASSOCIATES, INC.	ENGINEERING SVC TO DEVELOP COORDINATED INFRASTRUCTURE WORK PLAN	12,510.51
3010-00346	0096458 RMC WATER AND ENVIRONMENT	RMC WATER PREPARATION OF GROUNDWATER PLAN	36,648.75
3010-00385	0096458 RMC WATER AND ENVIRONMENT	TECHNICAL ASSISTANCE FOR GROUNDWATER STORAGE & RECOVERY PROJ	15,335.63
3010-00409	0104660 WEST YOST ASSOCIATES, INC.	DESIGN OF THE AVES 1-3 SEWER/WATER MAIN REPLACEMENT PROJECT	1,000.67
3010-00422	0108012 SALAS O'BRIEN	SALAS O'BRIEN DESIGN AMD BID DOCUMENT SRVCS WHITMAN/PRINCETON PUMP STATIONS PROJ	13,011.25
3010-00430	0108261 WOODARD & CURRAN	WOODARD & CURRAN INC CONSULTANT SRVCS GROUNDWATER STORAGE & RECOVERY PROJ	13,787.34
3010-00434	0105553 BELLECCI & ASSOCIATES, INC.	DESIGN OF AVES 3-1 SEWER AND WATER MAIN REPLACEMENT	7,797.45
3010-00437	0105955 COAST CODE CONSULTANTS, INC., WEST	WC3 STAFF AUGMENTATION, PLAN CHECK, LAND DEV SUPPORT SRVCS	10,187.50
3010-00441	0096893 WILSEY HAM	WILSEY HAM ENGINEERING SRVCS FOR AVES 2-1 & 2-2 SEWER/WATER MAIN REPLACE	15,094.15
3010-00442	0108652 WATER WORKS ENGINEERS, LLC	WATER WORKS ENGINEERING DESIGN SRVCS SNEATH & LAKE DR PUMP STATION PROJ	217,539.05
3010-00449	0108798 CONSOLIDATED CM, INC.	CONSOLIDATED CM, INC CONSTRUCT MGMT/INSPECTION SRVCS CUNNINGHAM WATER TANK #1	539,903.00
3010-00451	0104660 WEST YOST ASSOCIATES, INC.	WEST YOST DESIGN & CONSTRUCTION SRVCS FOR SWEENEY RIDGE TANK 7 REPLACE PROJ	342,185.90
3010-00456	0017026 LYNX TECHNOLOGIES, INC.	LYNX TECHNOLOGIES DOCUMENTS MANAGEMENT SRVCS	1,656.25
3010-00457	0018729 RANGER PIPELINES INC.	RANGER PIPELINES CONSTRUCTION SRVCS AVES 1-3 SEWER/WATER REPLACEMENT	116,157.60
3010-00461	0000272 BMI IMAGING SYSTEMS	BMI IMAGING SYSTEMS TRANSFER DRAWING PLAN SETS TO ELECTRONIC FILES	8,888.00
3010-00484	0000522 COUNTY WATER DISTRICT(NCCWD), NORTH COAST	FY21-22 NORTH COAST COUNTY WATER DISTRICT WATER PURCHASE	64,566.10
3010-00486	0109759 CONSULTING ENGINEERS, INC., LUHDORFF&SCALMANINI	LUHDORFF & SCALMANINI ENGINEERING DESIGN SRVCS	573,830.12
3010-00490	0096893 WILSEY HAM	WILSEY HAM ENGINEERING STAFF SUPPORT CIP PROJECTS	7,327.89
3010-00499	0104327 EATON PUMP & SALES	EATON PUMP SALES INC - SNEATH PUMP EVAL & REFURBISH PROJECT	103,529.13
3010-00511	0018331 CSG CONSULTANTS INC.	CSG CONSULTANTS AVES 3-1 SEWER/WATER REPLACE PROJ	315,180.00
6110-00155	0104327 EATON PUMP & SALES	EATON PUMPS WELL 17	10,462.00
6110-00155	0104327 EATON PUMP & SALES	EATON PUMPS WELL 17	9,837.96
6110-00165	0103618 PETERSON POWER SYSTEMS, INC.	PETERSON POWER 2089941 REPLACE ENGINE ECM	5,900.17
6110-00189	0109246 AQUA METRIC SALES, CO.	AQUA METRIC AMSC PURCHASE COMM METERS	32,543.03
6110-00196	0104660 WEST YOST ASSOCIATES, INC.	WEST YOST UPDATE WATER SYSTEM MASTER PLAN TO	62,652.44
6110-00197	0104327 EATON PUMP & SALES	EATON PUMPS WELL 18 REPAIRS	12,835.00
6110-00199	0018090 HOPKINS TECHNICAL PRODUCTS, INC	HOPKINS-WATER- STOCK SPARE PARTS SENSORS	2,902.91
6110-00200	0102989 CALIFORNIA DIESEL & POWER	CD POWER RENTAL AGREEMENT 2100 SNEATH, 2200 SBA WATER	17,261.65
6110-00201	0109246 AQUA METRIC SALES, CO.	AQUAMETRIC STOCK.PARTS FOR METER MAINTENANCE	57,181.78
6110-00204	0018188 DAU PRODUCTS	DAU PRODUCTS DRINKING WATER TREATMENT	60,000.00
6110-00205	0000612 WESTVALLEY CONSTRUCTION	WESTVALLEY WATER CONCRETE REPAIRS	134,083.15
6110-00206	0013683 F. FERRANDO & CO.	FERRANDO WATER CONCRETE REPAIRS FY 21.22	4,175.00
6110-00208	0109246 AQUA METRIC SALES, CO.	AQUA METRIC (1) 8" (1) 2" (5) 3" OMNI METER	18,349.14

6110-00209	0104660 WEST YOST ASSOCIATES, INC.	WEST YOST AGREEMENT FOR CONSULTANT SERVICES 11.15.21	5,304.00
6110-00211	0109246 AQUA METRIC SALES, CO.	AQUA METRIC (1) 3", (1) 8" OMNI METERS	18,779.85
6110-00212	0104660 WEST YOST ASSOCIATES, INC.	WEST YOST ANNUAL WATER SUPPLY DEMAND REPORT	8,844.00
6110-00213	0104781 BARTLE WELLS ASSOCIATES	BARTLE WELLS W/WW RATE STUDY UPDATE	30,000.00
6110-00214	0104660 WEST YOST ASSOCIATES, INC.	WEST YOST ON CALL CONSULTING SERVICES	20,000.00
6310-00152	0015671 CONSTRUCTION, INC., TECHNOLOGY, ENGINEERING &	TEC ACCUTITE CONST REPORTING MAINTENANCE REPAIR	13,537.45
3010-00485	0000074 SFPUC - WATER DEPARTMENT	FY21-22 SFPUC WHOLESALE WATER PURCHASE	297,945.14
			<b>\$ 3,281,276.34</b>

#### 621 Stormwater Fund

1210-00014	0098639 MUNICIPAL RESOURCE GROUP, LLC	EXPERT PROJECT ADVISORY SERVICES TO THE SAN BRUNO PUBLIC WORKS DEPARTMENT	272.50
3010-00438	0108472 FREYER & LAURETA, INC.	SRVCS SPYGLASS DR STORMDRAIN IMPROVE PROJ	36,484.24
3010-00474	0105552 SCHAAF & WHEELER	SCHAAF & WHEELER ENGINEERING SRVCS TRASH CAPTURE FEASIBILITY STUDY	6,240.00
3010-00479	0109109 WRECO	WRECO PRE-DESIGN SUPPORT SRVCS REGIONAL STORMWATER CAPTURE PROJ	18,172.61
3010-00490	0096893 WILSEY HAM	WILSEY HAM ENGINEERING STAFF SUPPORT CIP PROJECTS	47,280.72
6210-00049	0109122 ZERO TURN POWER WASHING	ZERO TURN PRESSURE WASH DOWNTOWN SIDEWALK	18,733.00
			<b>\$ 127,183.07</b>

#### 631 Wastewater Fund

1210-00014	0098639 MUNICIPAL RESOURCE GROUP, LLC	EXPERT PROJECT ADVISORY SERVICES TO THE SAN BRUNO PUBLIC WORKS DEPARTMENT	1,907.50
1210-00020	0108425 GOOD CITY COMPANY	PLANNING SERVICES TO EXAMINE POTENTIAL NEW LOCATION FOR JOINT CORPORATION YARD	9,557.09
1520-00030	0109283 ODYSSEY POWER CORPORATION	ODYSSEY ON CALL PW GENERATOR MAINTENANCE	21,339.21
3010-00315	0104660 WEST YOST ASSOCIATES, INC.	ENGINEERING SVC TO DEVELOP COORDINATED INFRASTRUCTURE WORK PLAN	12,510.51
3010-00370	0105735 HYDROSCIENCE ENGINEERS, INC.	CRESTWOOD PUMP STATION AND CRESTWOOD DRIVE SEWER REHAB DESIGN PROJECT	167,426.10
3010-00409	0104660 WEST YOST ASSOCIATES, INC.	DESIGN OF THE AVES 1-3 SEWER/WATER MAIN REPLACEMENT PROJECT	1,000.68
3010-00434	0105553 BELLECCI & ASSOCIATES, INC.	DESIGN OF AVES 3-1 SEWER AND WATER MAIN REPLACEMENT	8,494.28
3010-00437	0105955 COAST CODE CONSULTANTS, INC., WEST	WC3 STAFF AUGMENTATION, PLAN CHECK, LAND DEV SUPPORT SRVCS	10,187.50
3010-00441	0096893 WILSEY HAM	WILSEY HAM ENGINEERING SRVCS FOR AVES 2-1 & 2-2 SEWER/WATER MAIN REPLACE	213,101.56
3010-00456	0017026 LYNX TECHNOLOGIES, INC.	LYNX TECHNOLOGIES DOCUMENTS MANAGEMENT SRVCS	1,656.25
3010-00457	0018729 RANGER PIPELINES INC.	RANGER PIPELINES CONSTRUCTION SRVCS AVES 1-3 SEWER/WATER REPLACEMENT	-60,012.69
3010-00461	0000272 BMI IMAGING SYSTEMS	BMI IMAGING SYSTEMS TRANSFER DRAWING PLAN SETS TO ELECTRONIC FILES	8,888.00
6110-00213	0104781 BARTLE WELLS ASSOCIATES	BARTLE WELLS W/WW RATE STUDY UPDATE	30,000.00
6210-00050	0108182 C2R ENGINEERING, INC.	FY21-22 YEAR 4 OF 5 C2R ENGINEERING STORMWATER SPOT REPAIR.	60,000.00

6310-00152	0015671 CONSTRUCTION, INC., TECHNOLOGY, ENGINEERING &	TEC ACCUTITE CONST REPORTING MAINTENANCE REPAIR	17,933.96
6310-00154	0000612 WESTVALLEY CONSTRUCTION CO.INC	WESTVALLEY WW FY 21-22 (YEAR 4 OF 5) ON-CALL WASTEWATER REPAIRS	274,769.46
6310-00155	0017928 THE EDCCO GROUP, INC.	THE EDCCO GROUP WW W SCADA SERVICES AGREEMENT FOR CONSULTANT SERVICES	30,000.00
6310-00157	0102345 DUKE'S ROOT CONTROL, INC.	DUKE'S ROOT CONTROL RAZOROOTER TREATMENT	9,465.01
6310-00158	0001327 PENINSULA PUMP & EQUIPMENT INC	PENINSULA PUMP WW BACKUP PUMP FOR CRESTMOOR PS	12,642.79
			<b>\$ 830,867.21</b>
<b>641 CityNet Services Fund</b>			
1530-00058	0108691 BEAR CLOUD TECHNOLOGIES, INC.	9.1.20-8.31.21 CISCO SYSTEMS RENEWAL & UPGRADES MAINTENANCE	21,370.96
6410-00507	0109381 VMI INC	CHANNEL 1 UPGRADE, VMI EQUIPMENT	10,109.55
6410-00511	0018767 MEGA HERTZ	SATELITE DIGITAL RECEIVER	8,743.85
6410-00519	0109957 CORETECH LEASING, INC.	A10 SERVER SUPPORT CORETECH LEASING	8,851.44
			<b>\$ 49,075.80</b>
<b>701 Central Garage Fund</b>			
1210-00014	0098639 MUNICIPAL RESOURCE GROUP, LLC	EXPERT PROJECT ADVISORY SERVICES TO THE SAN BRUNO PUBLIC WORKS DEPARTMENT	272.50
1510-00061	0018622 INNER SPACE ENGINEERING CORP.	INNER SPACE TOOL STORAGE LOCKER FOR CENTRAL GARAGE	25.00
6310-00152	0015671 CONSTRUCTION, INC., TECHNOLOGY, ENGINEERING &	TEC ACCUTITE CONST REPORTING MAINTENANCE REPAIR	8,133.59
			<b>\$ 8,431.09</b>
<b>702 Facility Maint. Fund</b>			
1210-00014	0098639 MUNICIPAL RESOURCE GROUP, LLC	EXPERT PROJECT ADVISORY SERVICES TO THE SAN BRUNO PUBLIC WORKS DEPARTMENT	272.50
1520-00035	0109532 MATRIX HG, INC.	MATRIX HD HVAC EMERGENCY SR CTR REPLACEMENT	11,716.00
1520-00039	0109223 CAN DO FLOORING LLC	CAN DO FLOORING 555 ECR FD LIVING QUARTERS	14,162.50
			<b>\$ 26,151.00</b>
<b>703 General Equipment Revolving Fund</b>			
1510-00047	0017570 LEHR AUTO ELECTRIC	FY18-19 LEHR OUTFIT NEW VEHICLES - PD/UTILITY	121,603.44
1510-00055	0018461 SERRAMONTE FORD, INC.	SERRAMONTE FORD 2022 F250 TRUCK CSO	38,000.00
1510-00059	0108222 NATIONAL AUTO FLEET GROUP	NATIONAL AUTO FLEET (6) PD UNITS	320,000.00
1510-00060	0110003 PB LOADER CORPORATION	PB LOADER PAVING TRUCK MEASURE G	210,000.00
1510-00062	0017570 LEHR AUTO ELECTRIC	LEHR UPFITTING (6) PD UNITS 2 UTUBE 4 PD	144,482.75
1510-00063	0105711 STEPFORD	05.06.22 UPDATE PD UNITS	57,329.84
			<b>\$ 891,416.03</b>

**707 Technology Development Fund**

1530-00076	0109904 SYSTEMS INTERNATIONAL, INC., REMOTE SATELLITE	REMOTE SATELLITE SYSTEMS IRIDIUM AIRTIME USAGE	1,000.00
1530-00095	0017679 CDW GOVERNMENT, INC	CDW-G ADOBE ACROBAT PRO - 75 ENTERPRISE LICENSES	5,115.75
1530-00092	0018169 DELL MARKETING L.P.	DELL TECHNOLOGIES POWEREDGE R650XS SERVER REPLACEMENTS	27,334.74

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**TOTAL:**

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\$	<b>33,450.49</b>
\$	<b>46,178,638.22</b>

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## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** November 8, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**PREPARED BY:** Ryan Johansen, Chief of Police

**SUBJECT:** Adopt a Resolution Authorizing the Creation of a Parking Fund, Authorizing the Transfer of \$331,000 From the Downtown Parking Program Capital Improvement Project Into the Parking Fund, and Authorizing the City Manager to Execute a 5-Year Contract With LAZ Parking in an Amount Not to Exceed \$3,000,000 for Services Related to Parking Enforcement Following the Conclusion of the Meet and Confer Process per the Memorandum of Understanding Entered Into Between Police and the City

### **BACKGROUND:**

In January 2019, the San Bruno Downtown Parking Management Plan was prepared by CDM Smith for the City of San Bruno. The study found in their existing conditions analysis that, *“Concern over parking issues in downtown San Bruno has intensified over recent years and outreach efforts have found that residents generally find the current conditions unacceptable. Population and job growth and housing costs have resulted in increased occupancy in the housing in surrounding neighborhoods, resulting in demand for parking that exceeds the existing supply.”*

In its Strategic Initiatives for FY2021-22, the City Council included deployment of a downtown parking meter program, and enhancement of citywide parking enforcement capabilities. Based upon their clear areas of overlap, these two initiatives were combined into one joint project between Public Works and the Police Department, with the Police Department taking the lead.

On March 1, 2022, a Staff Report was presented to City Council on the Downtown Parking Meters and Enhanced Parking Enforcement Project. This report provided City Council with an update on staff’s progress toward establishing a metered parking program downtown. The report also provided information regarding the challenges and limitations of the police department’s current parking enforcement efforts due to limited staffing and court decisions that made it prohibitive to use the conventional tire chalking method for the enforcement of timed parking restrictions. In this report, staff advised City Council of its intention to recommend the establishment of a contracted partner company to augment its parking enforcement efforts, and to help facilitate enforcement of the metered parking program.

Following the above-mentioned meeting, Staff established a phased approach to implementation of the Downtown Parking Meters and Enhanced Parking Enforcement Project.

Under this approach, the first phase would be to enhance existing parking enforcement capabilities to conduct citywide parking enforcement efforts. The second phase would be to establish a metered parking program and establish comprehensive wayfinding signage throughout the downtown area.

This Staff Report deals primarily with the implementation of the first phase of this project but will provide a high-level update on the second phase as well.

## **DISCUSSION:**

As presented in the Staff Report on March 1, 2022, the City's current parking enforcement efforts face many challenges, the first of which is staffing. The Police Department budget allows for two full-time Community Service Officers (CSOs) and three part-time CSOs assigned to the Traffic Section. These CSOs are tasked with parking enforcement throughout the entire city. Those parking enforcement responsibilities include but are not limited to: responding to parking complaints, street sweeping enforcement, abandoned vehicle abatements and tows, proactive enforcement of blocked sidewalks/registration violations/wrong way parking, etc. The current staffing level does not allow for regular citywide parking enforcement, and parking enforcement is only one of the many critical functions that CSOs provide. CSOs are also responsible for providing traffic control at collision and hazard scenes, managing the police department's vehicle fleet, assisting with evidence and property transports, taking low level police reports, running departmental errands, etc. CSOs are absolutely critical to police department operations and provide their services at a fraction of the cost of sworn peace officers. Additionally, CSO is an entry level position that is often occupied by aspiring police officers, which creates frequent turnover in the position. CSOs must undergo a full background investigation, which means that it can often take up to six months to complete a hiring process. All of these factors contribute to difficulty maintaining a fully staffed CSO team to provide their critical services to the City.

As discussed previously, another significant challenge in our current parking enforcement efforts pertains to court decisions that have made it untenable to conduct timed parking enforcement using the conventional method of chalking tires. Essentially, the courts have ruled that placing chalk on vehicle tires may constitute a seizure that is protected under the 4<sup>th</sup> Amendment. As such, enforcing timed parking restrictions such as those throughout the downtown area while minimizing legal exposure for the City requires the use of vehicle-based Automated License Plate Reader (ALPR) systems. The police department does not presently possess ALPR systems on any of its parking enforcement vehicles, nor does it have access to the backend programs necessary to use ALPR data to conduct parking enforcement.

To ensure more adequate and equitable parking enforcement throughout the City, staff recommends establishing a contract partnership with LAZ Parking. LAZ Parking can quickly deploy staff to provide citywide parking enforcement and to enforce existing timed parking restrictions in the downtown area. Contracted parking enforcement services have been successful in other area cities, including San Mateo, which also partners with LAZ.

By outsourcing to a vendor who will be able to hire and maintain staff who are dedicated solely to parking enforcement duties, and who are operating ALPR equipped enforcement vehicles, the City will realize much more robust and extensive parking enforcement capabilities than current staffing and vehicles allow. It should be noted that the vendor has indicated that they do pre-screen and conduct background checks on their staff, however they do not conduct a full

background investigation as is required for CSOs within the Police Department. Because of this, vendor staff can perform parking enforcement duties, but they cannot perform any of the other critical CSO duties as previously explained in this report. Due to the critical nature of all the services provided by CSOs, and the fact that there will be many activities that LAZ PEOs cannot conduct, the Police Department will need to maintain its authorized staffing of CSOs even as it established this contract partnership.

LAZ Parking has provided a proposal (attached to this Staff Report) to provide for the following:

- Four full-time Parking Enforcement Officers (PEOs) which would provide for parking enforcement coverage from Monday-Saturday from 8:00 AM to 6:00 PM, with 2 - 4 PEOs working each day. The PEOs will wear LAZ Parking polo shirt uniforms, name tags and LAZ Parking badges. PEOs will be equipped with TurboData TicketPro electronic citation writers, identical to those already utilized by Police Department CSOs. Having 2 - 4 full-time PERs working each day would allow for later enforcement hours to manage the heavy-use evening period in the downtown area, which is currently completely neglected due to limited staffing.
- City wide parking enforcement coverage during those days and times including responding to reported parking violations, timed parking enforcement, street sweeping enforcement, and other saturated parking enforcement based on the City's needs. Parking complaints may be reported by calling a dedicated phone number to reach LAZ staff or by using the San Bruno Responds application (Accela).
- One Project Manager and one Regional Manager to manage all the services contracted to LAZ.
- Four ALPR-equipped parking enforcement vehicles which are typically Toyota Prius sedans. The vehicles will be marked as LAZ Parking vehicles, equipped with amber strobe lights, ALPR systems and a GPS tracking system. LAZ Parking is responsible for all vehicle maintenance and insurance. The ALPR system continually reads parked vehicles' license plates and/or vehicle descriptions as a PEO drives the vehicle on patrol. The ALPR system will alert the PEO if it detects a possible vehicle that is parked beyond the allowed time limit or a vehicle that has not paid in a metered location.
- A Parking Enforcement Office will be leased by LAZ Parking within the City to provide a location for their PERs to have a briefing, use a computer, take breaks, and provide parking for their vehicles.

This contract partnership for parking enforcement will immediately improve the overall parking situation throughout the city by establishing regular and consistent enforcement of a wide array of parking violations. This partnership will also enable the City to immediately return to enforcing the established timed parking restrictions throughout downtown and in other designated areas of the City, something that it has been unable to do for well over a year. The lack of enforcement of timed parking has exacerbated impacted parking problems, especially downtown where lack of available parking presents a series challenge for local businesses. Additionally, the ALPR-based enforcement provided by LAZ will be absolutely essential to implementation of the second phase of this project, the installation of metered parking downtown, as well as to the establishment of permit parking districts.



While it will not be covered extensively in this report, Staff is completing preparation work for the second phase of this project, the establishing of metered parking downtown. This second phase will include but not be limited to:

- Creating and adopting a City Ordinance authorizing metered parking, it's enforcement and fines
- Installing approximately 84 T2 Cosmo pay station/kiosks
- Deploying a cloud-based meter and permit monitoring system
- Developing a branded wayfinding and other signage design solution
- Removing current timed parking signage and installing compliant meter signage
- Installing branded wayfinding signage

Establishing a Parking Fund will enable the City to fund the initial costs associated with both phases of this project, while establishing a location for the deposit of revenues associated with citations and meter fees, to help support the ongoing costs of the program, and other initiatives as directed by City Council.

Section 3.3.4 City Rights of the MOU states that prior to modification of contracting or subcontracting of operations currently being performed by the Police Department the City shall meet and confer with the union. The obligation of the City to meet and confer regarding the impacts of contracting operations currently performed by the police department shall not be construed to require the City and the Union reach agreement prior to the implementation of this type of modification. It is important to note the distinction between the obligation to Meet and Confer and Meet and Agree. To Meet and Confer in good faith means the mutual obligation to meet and confer in order to freely exchange information, opinions and proposals and to sincerely endeavor to reach agreement on matters within the scope of representation and discussion. This obligation does not compel either party to agree to a proposal or make a concession. After concluding the Meet and Confer process, the City may implement its proposal. Meet and Agree requires that the parties must reach agreement on the issue at hand. Meet and Agree is not required for this modification in operations, but the bargaining unit has in fact agreed to this operational change, as noted in the following paragraph.

The Chief of Police has met and conferred with the San Bruno Police Association President and has shared the details of this proposed change in operations. The Association President shared these details with the Police Unit membership, which includes the existing Community Service Officers, and subsequently informed the Chief of Police that the bargaining unit supports this proposal. The Association President has since informed Teamsters of this supportive position and requested that Teamsters convey this support in any future communications with the City on this topic. Human Resources will complete the remainder of this Meet and Confer Process prior to moving forward with this contract.

#### **FISCAL IMPACT:**

The LAZ proposal is for a 5-year contract with an estimated total 5-year budget of \$2,909,495. Fees are paid to LAZ monthly, and the chart below indicates the anticipated monthly and annual costs over the five years of the contract

Year	Annual Costs	Monthly Costs
1	\$533,952	\$44,496
2	\$556,392	\$46,366
3	\$580,312	\$48,360
4	\$605,817	\$50,485
5	\$633,030	\$52,753

The average monthly cost of this contract is **\$48,492/month**.

The average monthly revenue from parking citations in San Bruno over the past five (5) years has been approximately **\$54,995/month**, but it is important to note that these average monthly revenues are already accounted for and encumbered in the Police Department budget, and therefore cannot be directly used to offset the expense of this contract. That said, based upon deployment of similar programs in other jurisdictions the City can expect a substantial increase in citation revenue with the enhancement of enforcement through this contract partnership. LAZ Parking conducted an analysis of seven (7) of their parking enforcement contract locations in California and determined that in their first year of providing parking enforcement services, their clients increased their parking citation revenues from between 45% and 130%. This is a broad range because it is largely dependent upon the level of preexisting enforcement. As previously stated in this report, the current enforcement level here in San Bruno is quite minimal in terms of consistent citywide efforts. As such, it is likely that the increase in citation revenues that San Bruno would experience under this contract would be closer to the top end of this range. While compliance normally increases over time with steady parking enforcement, data from LAZ indicates that most cities experience a sustained increase of between 40% and 50% over existing revenue levels in subsequent years. While it is impossible to predict the exact increases that will be experienced here in San Bruno, the chart below provides a conservative but reasonable projection of the increased citation revenues against the estimated monthly cost of the program over the five-year contract term.

Year	Monthly Vendor Cost	Estimated Increase in Monthly Citation Revenue	Estimated Net Fiscal Impact Monthly
1	\$44,496	\$49,496	+ \$5,000
2	\$46,366	\$27,497	- \$18,869
3	\$48,360	\$27,497	- \$20,863
4	\$50,485	\$27,497	- \$22,988
5	\$52,753	\$27,497	- \$25,256

As the above chart indicates, the enhanced parking enforcement services are likely to result in a net average cost to the City of approximately \$16,595/month, or approximately \$200,000/year over the 5-year contract.

Again, it is important to note that given the relatively minimal level of enforcement currently being conducted, it is entirely likely that San Bruno will see notably larger increases in citation revenues than those utilized in the above chart. Additionally, the benefits of this enhanced enforcement are absolutely consistent with the recommendations from the San Bruno Downtown Parking Study Final Parking Management Plan, the Downtown Parking Meters and Enhanced Parking Enforcement Project, and City Council's Strategic Initiatives for FY 2021-22.

It is also important to recall that there are two phases to this project, and that Staff expects that the project as a whole, once fully deployed, and operational, will produce a net positive fiscal impact.

For Phase Two, there will be an initial capital improvement expense associated with purchasing and installing parking meters in and around the downtown area (estimated to be \$1,000,000). Once installed, the parking meters will generate substantial revenue for the City. Surveys of other cities reveal that each metered parking space is estimated to generate between \$225 - \$309 per month in meter revenue, and there are an estimated 839 parking spaces within the proposed metering area. This equates to between \$188,775 - \$259,251 per month, or between \$2,265,300 - \$3,111,012 annually, in estimated meter revenues. The chart below estimates the overall **annual fiscal impact** of this program, using the median of the estimated meter revenue range (\$2,688,156). The estimated meter revenue and meter cost in Year One are zero as the meters are not likely to be installed until sometime later in that year.

Year	Enforcement Vendor Cost	Metering Cost	Total Cost	Increased Citation Revenue	Meter Revenue	Total New Revenue	Net Fiscal Impact
1	\$533,952	\$0	\$533,952	\$593,952	\$0	\$593,952	\$60,000
2	\$556,392	\$65,520	\$608,218	\$329,964	\$2,688,156	\$3,018,120	\$2,409,902
3	\$580,320	\$65,520	\$645,840	\$329,964	\$2,688,156	\$3,018,120	\$2,372,280
4	\$605,820	\$65,520	\$671,340	\$329,964	\$2,688,156	\$3,018,120	\$2,346,780
5	\$633,036	\$65,520	\$698,556	\$329,964	\$2,688,156	\$3,018,120	\$2,319,564
<b>TOTAL</b>	<b>\$2,909,520.00</b>	<b>\$262,080.00</b>	<b>\$3,157,906.00</b>	<b>\$1,913,808.00</b>	<b>\$10,752,624.00</b>	<b>\$13,722,384</b>	<b>\$9,508,526</b>

As the above chart illustrates, Staff estimates a net gain of approximately \$9,508,526 over the 5-year term of the proposed contract. Even when accounting for the estimated cost of purchasing and installing meters (\$1,000,000), there is an estimated net gain of approximately \$8,508,526 over that 5-year period.

City Council previously allocated \$331,000 to the Capital Improvement Project (CIP) for the Downtown Parking Program in the current CIP budget from the Streets Special Revenue Fund (Centrum Settlement). Staff recommends transferring the \$331,000 in the CIP budget into the newly established Parking Fund, as all expenses and revenues related to the proposed LAZ contract for parking enforcement, parking meter installation as well as citation and future parking meter revenue will be accounted for in the fund. As illustrated in the final chart above, increased citation revenues are projected to offset the entirety of this expense over the course of the year, and those revenues will be deposited into the newly established Parking Fund as they come in. That said, citation revenues are not received in real-time and it will take some time for LAZ to put all of its resources in place.

The initial seed funding of \$331,000 in the Parking Fund will provide sufficient funds to cover the LAZ contract for the remainder of the 2022-23 fiscal year. Staff intends to come back to City Council with recommendations regarding the FY 2023-24 Parking Fund Budget as well as funding for Phase Two, including the projected \$1M cost for the purchase and installation of parking meters in the coming months.

**ENVIRONMENTAL IMPACT:**

There is no environmental impact.

**RECOMMENDATION:**

Adopt a resolution authorizing the creation of a Parking Fund, authorizing the transfer of \$331,000 from the Downtown Parking Program Capital Improvement Project into the Parking Fund, and authorizing the City Manager to execute a 5-year contract with LAZ parking in an amount not to exceed \$3,000,000 for services related to parking enforcement following the conclusion of the Meet and Confer Process per the Memorandum Of Understanding Entered Into Between Police and the City

**ALTERNATIVES:**

1. Take no action now and pause Phase 1 of the Downtown Parking Meters and Enhanced Parking Enforcement Project, until the implementation of parking meters (Phase 2) is underway.
2. Direct staff not to execute a contract with LAZ parking and identify an alternative vendor or staffing plan following the conclusion of the Meet and Confer process per the Memorandum Of Understanding entered into between Police and the City
3. Take no action and continue limited parking enforcement with available Police Department Community Service Officers and do not proceed with parking meter installation.
4. Request additional information from Staff prior to taking action.

**ATTACHMENTS:**

1. Resolution
2. LAZ Proposal for Parking Enforcement Services
3. T2 Systems Proposal for Parking Meter Program

## **RESOLUTION NO. 2022 -**

**ADOPT A RESOLUTION AUTHORIZING THE CREATION OF A PARKING FUND, AUTHORIZING THE TRANSFER OF \$331,000 FROM THE DOWNTOWN PARKING PROGRAM CAPITAL IMPROVEMENT PROJECT INTO THE PARKING FUND, AND AUTHORIZING THE CITY MANAGER TO EXECUTE A 5-YEAR CONTRACT WITH LAZ PARKING IN AN AMOUNT NOT TO EXCEED \$3,000,000 FOR SERVICES RELATED TO PARKING ENFORCEMENT FOLLOWING THE CONCLUSION OF THE MEET AND CONFER PROCESS PER THE MEMORANDUM OF UNDERSTANDING ENTERED INTO BETWEEN POLICE AND THE CITY**

**WHEREAS**, in January 2019, the San Bruno Downtown Management Plan was prepared by CDM Smith for the City of San Bruno.

**WHEREAS**, the Downtown Management Plan found in their existing conditions analysis that, "Concern over parking issues in downtown San Bruno has intensified over recent years and outreach efforts have found that residents generally find the current conditions unacceptable. Population and job growth and housing costs have resulted in increased occupancy in the housing in surrounding neighborhoods, resulting in demand for parking that exceeds the existing supply."

**WHEREAS**, on March 1, 2022, a staff report was presented to City Council on the Downtown Parking Meters and Enhanced Parking Enforcement Project and the report provided City Council with an update on staff's progress toward establishing a metered parking program downtown;

**WHEREAS**, following Council direction at the March 1, 2022, staff established a phased approach to implementation of the Downtown Parking Meters and Enhanced Parking Enforcement Project. Under this approach, the first phase would be to enhance existing parking enforcement capabilities to conduct citywide parking enforcement efforts. The second phase would be to establish a metered parking program and establish comprehensive wayfinding signage throughout the downtown area;

**WHEREAS**, on November 8, 2022, a staff report was presented to City Council that provided an update on the project to install Downtown Parking Meters and Enhanced Parking Enforcement.

**NOW, THEREFORE, BE IT RESOLVED** that the San Bruno City Council authorizes the creation of a Parking Fund and the transfer of \$331,000 from the Downtown Parking Program Capital Improvement Project into the Parking Fund.

**BE IT FURTHER RESOLVED**, by the City Council of the City of San Bruno that it hereby authorizing the City Manager to execute a 5-year contract with LAZ parking in an amount not to exceed \$3,000,000 for services related to

parking enforcement following the conclusion of the Meet and Confer Process per the Memorandum of Understanding Entered Into Between Police and the City.

Dated: November 8, 2022

—oOo—

I hereby certify that foregoing Resolution No. 2022 - \_\_\_\_ was adopted by the San Bruno City Council at a regular meeting on November 8, 2022, by the following vote:

**AYES:** Councilmembers:

**NOES:** Councilmembers:

**ABSENT:** Councilmembers:

**ATTEST:**

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Vicky Hasha, *Deputy City Clerk*



# **Proposal for Parking Enforcement Services**

## **City of San Bruno Police Department**



**Submitted by:**

**LAZ Parking**  
**1730 South Amphlett Boulevard, San Mateo, CA, 94402**



**October 27, 2021**

Lieutenant Gene Wong  
San Bruno Police Department  
1177 Huntington Ave, San Bruno, CA 94066

Reference: Parking Enforcement Services

Dear Mr. Wong,

LAZ Parking is pleased to submit our proposal for Parking Enforcement and related services for the City of San Bruno Police Department.

Our local presence and proven track record make us the ideal company to serve the San Bruno Police Department for its parking enforcement and parking compliance needs. Providing exceptional service is not just something we do; it is who we are. We trust that this has been clearly demonstrated by our past success throughout California, as well as by our vision for what can be done in the years ahead in the area.

LAZ Parking offers our customers turnkey parking enforcement solutions that are designed to provide fair and consistent enforcement to improve the quality of life in the communities we serve, with reliable and cost-efficient service-led program management. LAZ has a seasoned, experienced, and realistic understanding of the challenges specific to your operations. We take pride in our delivery of superior service to our customers, and we hope to develop a longstanding partnership with the City of San Bruno and the San Bruno Police Department. If we are given the opportunity to serve the City, we are prepared to align our efforts with your enforcement objectives to deliver high-quality results and value for you.

Please do not hesitate to contact me at 714.290.4854 or via email at [mmansoor@lazparking.com](mailto:mmansoor@lazparking.com), should you have any questions or need additional information.

Sincerely,

*m. mansoor*

Muhammad Mansoor  
Vice President





## Section 1. EXECUTIVE SUMMARY

### UNDERSTANDING OF THE CITY’S INTENT AND OBJECTIVES

The San Bruno Police Department is conducting preliminary research and is looking for a successful partnership with a reputable and financially stable professional company with demonstrated skills and technical ability that provides high levels of customer service and satisfaction to fulfill the parking enforcement needs. The challenge is finding a firm that can mirror department’s processes for screening, hiring and training professionals that can deliver consistent level of service and follow San Bruno Police Department’s pledge to improve the quality of life for everyone who lives, works, and does business in the community. Furthermore, we understand that it is your desire to provide a focused approach to parking enforcement to improve compliance and better response time for calls for service to ensure citizen satisfaction. To achieve this goal, you need stability and consistency in parking enforcement activities so the needs of the department, the citizens and visitors can be addressed in a timely manner. This is the only way to manage a comprehensive parking enforcement program.

### OUR QUALIFICATIONS TO ACHIEVE THE CITY’S OBJECTIVES

We have a strong track record of collaborating with our clients, bringing innovation and professionalism to each client we serve. As a company at the forefront of parking systems, LAZ exceeds the minimum qualifications required to support this project. We provide a broad range of experience and proven success we have achieved in wider on street parking markets. Our longstanding relationship with many cities and government agencies across North America is a testament to our commitment to our clients. Our experience in parking enforcement and related services is unmatched, more specifically, our footprint in CA. Collectively, across the United States, LAZ is the premium provider of parking enforcement services. Today, we issue and manage close to 1 million parking tickets per year – more than any other contractor in privatized municipal operations. We have been an effective, committed, and dedicated partner in the overall success of our customers. Our knowledge of local and national parking enforcement standards comes from over 40 years of working with city governments across the United States. As a full-service parking management company, we understand the benefits of a well-managed enforcement program and consistent execution of parking enforcement. LAZ has transitioned multiple comparable enforcement programs in the past. Within CA, we currently provide parking enforcement services for the cities of San Mateo, Palo Alto, Salinas, Inglewood, West Hollywood and Santa Ana.

### OUR PROPOSED APPROACH

In keeping with San Bruno PD’s mission “We are dedicated to preserving our community’s peace while adhering to the highest level of ethical standards and professional conduct.”, LAZ is ideally suited to represent San Bruno Police Dept. in its efforts to facilitate effective functioning and development of the community through delivery of quality citywide parking enforcement

#### WHY LAZ?

**Qualifications** - Unmatched parking enforcement experience. We issue approximately 1.5 million parking citations annually with an average dismissal rate of < 5%

**CA Specific Knowledge** – Proven track record with comparable contracts throughout CA

**Analytics & Innovation** – Offer Data Visualization Tools and Dashboards to monitor KPIs and Performance Metrics

**Best in Class Processes** – Deployment Strategies, Route Optimization, Online Training, Strict SOPs and Community Outreach Programs

**Corporate Resources** – Financial Stability, Support Services, Audit & Transparency



services. LAZ fully understands the challenging environment of providing on-street enforcement services year-round, in diverse and sometimes challenging conditions. Our expertise centers on supporting large-scale municipal on-street parking operations. We possess the specific processes for screening, hiring, motivating, training, optimizing routes, and maintaining quality controls to meet performance and financial objectives.

### **HOW OUR PROPOSED APPROACH ACHIEVES CITY'S OBJECTIVES**

Our approach to achieving the City's objectives is based on efficiency and automation. LAZ's plan revolves around proven and tested processes for performance measurement. Drawing on our local and international experience, our approach revolves around the following;

#### ***Management Team Made up of Seasoned Parking Professionals***

To make this program a success right from the start, we have put together a team of professionals with a combined municipal parking experience of over 200 years and hands on knowledge of managing complex parking enforcement programs. This leaves no transition risk and ensures continuity of operations and enhancement of enforcement based on specific CA experience.

#### ***Believe staff selection and training is a high priority***

We employ multiple methods to carefully select the most qualified enforcement personnel, train and educate the workforce, and provide them with tools needed to succeed. We have the capacity and the flexibility to scale up rapidly to accommodate special events or supplemental enforcement requests with over 150 trained personnel within a 20-mile radius of San Bruno.

#### ***Strict Quality Control Procedures***

Our proven and field-tested Standard Operating Procedures translate into strict Quality Control efforts. We proudly maintain our ticket accuracy performance above 97 percent. Ticket accuracy equates to fewer administrative hearings, improved program reputation, and enhanced collection revenues. Additional benefits include improved officer productivity, consistency, and customer service.

#### ***Technology Driven Solutions***

Building upon our existing data capture and reporting methods, LAZ has invested in automated systems with our Business Intelligence tool, which enables our clients and management to view performance measurement in real-time.

### **CONCLUSION**

We love working with progressive and innovative cities like San Bruno who embrace the changes required for growth while still honoring their values. With this attitude, a partnership with LAZ can transform San Bruno parking enforcement program into an efficient program that is manageable, sustainable, profitable. We have done it for other cutting-edge programs including San Mateo, West Hollywood, and Inglewood. If you are ready to improve the overall citizen experience and increase your enforcement activities within the first year of implementation, we are ready to take you there. We are eager to discuss in detail our approach to managing each step towards that goal, and what you can expect along the way. But your biggest expectation should be one of success. Let's make it happen. Let's get San Bruno parking enforcement program on the map of leading enforcement programs in California.



## **Section 2. MANAGEMENT PLAN AND METHODOLOGY**

### **2.1 UNDERSTANDING OF SCOPE OF WORK AND OBJECTIVES TO BE ACHIEVED**

The City of San Bruno is a vibrant mixed residential and commercial community. Parking enforcement services are currently provided and managed by the San Bruno Police Department. In the past 3 years, total citations issued were as follows: [2018 – 14498], [2019 – 17370] and [2020 – 10370]. Street sweeping and timed parking enforcement are the most common parking citations. In 2019, the department lost both of their GO-4 parking enforcement vehicles to collisions. Those vehicles allowed their CSO's to chalk vehicles while driving. Without those vehicles, they couldn't do consistent timed parking enforcement on El Camino Real and could only do timed parking enforcement in the downtown area and City Parking lots by walking a route once or twice a day instead of the three passes they were doing before. In 2018, the City started a *"parked blocking the sidewalk"* education and warning campaign followed by saturated enforcement. Many of the driveways in San Bruno are too short to fully accommodate vehicles; the vehicles extend over the sidewalk and block access for pedestrians. Likewise in 2019, the City started a *"parked the wrong way"* warning campaign followed by a saturated enforcement period which the reason for the increase in citations in 2019. These two violations were not very proactively enforced before these campaigns; however, they are now regularly as they are of great concern to many residents. CSOs are often pulled out of their normal enforcement routes to perform other duties. To ensure consistency in parking enforcement activities, the City is looking for a successful partnership with a reputable company with demonstrated skills and technical ability that provides high levels of customer service and satisfaction to fulfill the parking enforcement needs of the residents and business community.

### **2.2 METHODOLOGY AND PROPOSED APPROACH**

To meet these objectives, it is LAZ's commitment to provide a knowledgeable, well-trained, and motivated team focused on a balanced approach of fair and consistent parking enforcement. We have dedicated ourselves to providing professional and ethical parking enforcement services with the goal of improving the overall safety and quality of life for residents, visitors, and businesses in the cities we service. LAZ's years of industry experience has given us firsthand knowledge of the most important aspects of providing parking services. We have taken the time to develop and refine best practices for every detail related to the delivery of our services. We make a crucial, noticeable difference by offering better processes with a proactive management style and through a comprehensive employee screening, onboarding, and training process. These capabilities come only through experience, knowledge, forethought, practice, and discipline. The highlighted areas of this section further illustrate our approach to organizing and implementing the parking enforcement services desired by the City and the ways in which we differentiate from our competitors and deliver higher quality.

The City of San Bruno Police Department has identified the primary enforcement responsibilities to include enforcement of no-parking zones, street sweeping, time-restricted parking, and enforcement of metered areas in the future. Additional essential duties could include responding to parking or vehicle complaints such as blocked driveways, conduct traffic control as directed by the department, and participate in special events, and other duties as assigned. LAZ recognizes that fair, equitable, and consistent enforcement of these regulations help improve quality of life within the city. It is important that City streets are not used for long term



parking, taking up much needed parking for residents and businesses. These conditions also invite crimes of opportunity such as thefts of property from motor vehicles and vandalism. LAZ staff will be trained to identify such vehicles and report them to SBPD. As an additional benefit, LAZ parking enforcement personnel will also identify and report any unlawful act, condition, or deficiency that may pose a hazard or danger to the public. This includes missing, damaged, obstructed, or conflicting parking signs and curb markings. We will provide parking enforcement services utilizing the best methods suited for the situation. These services include vehicular patrol to maximize the range of enforcement and foot patrols in high occupancy, congested areas such as business district. Foot patrols will also enable parking enforcement representatives to become better acquainted with citizens and business owners. We put an emphasis on the importance of maximizing enforcement coverage and parking compliance. To achieve this goal, LAZ has strict controls in place that ensure the issuance of quality citations. Quality citations not only address parking issues, but they also help to reduce complaints and encourage compliance. LAZ will first meet with the City to identify parking issues, public concerns, and the City's enforcement policies and practices to develop a focused value based approach to enforcement. LAZ's value-based service ensures everyone is treated fairly and with courtesy while addressing parking problems.

To achieve maximum enforcement, compliance, and revenue generation, LAZ will also rely on our multi-step audit program and Quality Control (QC) process that include sampling of daily citations and corrective actions including retraining of staff for officer errors. With regular quality checks and strict controls, we minimize both officer error and the dismissal rates, which results in maximizing collections on tickets issued. LAZ is aware that enforcement of parking regulations is only one part of the parking enforcement process. The California Vehicle Code affords those who have received a parking citation a fair and impartial adjudication process. LAZ personnel will be properly trained to assist the public with questions regarding the procedure to contest a parking citation. Staff will also be properly trained to participate in court testimony or hearing or subsequent process involving a contested or challenged parking citation. We recognize that proper initial and ongoing training is critical to providing excellent service. Inadequately trained personnel are more likely to make mistakes that unnecessarily inconvenience the public we serve. Citation errors also negatively affect LAZ and the City's credibility. As such, we remain committed to providing our staff with initial and continuing training as described later in this section.

### **2.3 FAIR AND CONSISTENT PARKING ENFORCEMENT – “CREATING A CULTURE OF COMPLIANCE”**

Parking Enforcement is an essential function of any on-street parking system. However, a successful parking enforcement program should not be defined solely by the volume of citations issued or revenue generated through parking violations. At LAZ, we take a comprehensive approach, utilizing our national experience and best industry practices to create a culture of compliance. The ultimate goal of improved compliance and adherence to time restrictions is to generate turnover of the highest demanded parking spaces and to improve quality of life within the City in the case of street sweeping. LAZ's commitment is to provide a customer-centric approach to parking enforcement. Unlike traditional parking enforcement programs, our approach focuses on public education as well as business and community outreach, fostering increased compliance without alienating us from the community. LAZ will provide a team of parking enforcement ambassadors that will not only be trained on the fundamentals of customer service,

but it will also provide a uniformed and highly visible presence for aiding citizens and visitors every day. Some typical examples of our enforcement services include:

- Providing brochures, directions, or a map to someone looking for a particular place of interest (e.g., Restaurant, Administration, Library, etc.).
- Aiding customers with changing flat tires or jump starting a dead battery.
- Calling for Police assistance or reporting suspicious activity.
- Providing a friendly explanation of why a vehicle received a ticket.
- Explaining the appeals process to a citizen or visitor that received a ticket.
- Visiting merchants to discuss any problems or concerns in a proactive and professional manner.
- Actively participating in merchant association and civic meetings.

Another part of our customer-centric approach will be to assist the City with administrative review process to address citations that may be unwarranted. This administrative review will allow us to correct matters associated with inadequate signage, malfunctioning meters, handicap parking and similar violations that should not burden the courts.

## **2.4 USE OF LPR TECHNOLOGY FOR TIMED PARKING ZONES AND PERMITTED AREAS**

Our proposed management plan for San Bruno includes implementation of cutting edge LPR technology and to equip our parking enforcement officers with GPS-enabled license plate scanners and data analytics tools that can identify a parked car that hasn't moved within the restricted time limits and confirm whether a tire has rotated at all. This will also enable our enforcement personnel to cover more curb miles resulting in an increase in patrol passes of each patrol area. Use of LPR technology will allow **Digital Time Marking** of vehicles parked in timed parking zones without a need to use physical chalking of tires, a traditional method that is under scrutiny and legal review. Two federal lawsuits have been recently filed claiming that the use of chalk to mark tires for tickets in San Francisco and other cities tickets is unconstitutional because it is violation of drivers' Fourth Amendment right to be free of unreasonable searches and seizures.



## **2.5 COMPLIANCE WITH SCOPE OF WORK**

We understand that the primary goal is to provide parking enforcement services to cover citywide street sweeping routes and enforce all timed parking areas including City lots and city streets with timed parking restrictions. We recognize that some of the City's requirements may evolve over time such as enforcement of Residential Permit Areas and any curbs or lots that are converted to paid parking in the future. We believe that our approach of giving extensive autonomy to our Project Manager and Regional Manager will enable us to respond to evolving requirements quickly and effectively over the term of the contract. Many of the tasks and methodologies described in this section are performed by our staff at our other parking enforcement contracts such as in the neighboring City of San Mateo. We have drawn upon our extensive experience to present the highest quality and most cost-effective operational proposal.





We have a thorough understanding of the work and responsibilities that the provision of parking enforcement services for the City of San Bruno entails. As a full-service enforcement provider, we do not foresee major difficulties in meeting the requirements contained in the scope.

## **2.5.1 Task 1 – Parking Enforcement Responsibilities**

### **2.5.1.1 Enforcement Areas**

#### ***Timed Parking Enforcement Routes***

- Route #1 - El Camino Real; Lot 1; Lot 2 (2 hour); Angus Ave; Sylvan Ave; Easton Ave; Lot 8; Kains Ave; Library Lot; Jenevein Ave; San Mateo Ave; Hensley Ave; San Bruno Ave; Green Ave; Easton Ave; Lot 2 (5 hour); Lot 3; Lot 4; Lot 5; Lot 7; Lot 6
- Route #2 – El Camino Real; Lot 1; Lot 2 (2 hour and 5 hour); Lot 3; Lot 4; Lot 5; Lot 7; Angus Ave; Sylvan Ave; Lot 6; San Bruno Ave; Easton Ave; Lot 8; Kains Ave; Library Lot; Jenevein Ave; San Mateo Ave; Hensley Ave; Green Ave; Easton Ave

#### ***City Parking Lots – Timed Parking***

- **Lot 1** – 415 Mastick Ave/ Taylor Ave - 2 hour
- **Lot 2** - Mastick Ave/ Cypress Ct – Half 2 hour / Half 5 hour
- **Lot 3** – 495 Mastick Ave/ Sylvan Ave SB - 5 hours
- **Lot 4** – 521 Mastick Ave/ Sylvan Ave NB - 5 hour
- **Lot 5** – 571 Mastick Ave/ Angus Ave/ Maryland Pl - 5 hour
- **Lot 6** – 481 Sylvan Ave /Green Ave - 5 hour
- **Lot 7** – 381 W. Angus Ave /Easton Ave - 5 hours
- **Lot 8** - 659 San Mateo Ave - 2 hour

#### ***Street Sweeping Enforcement***

- 1st & 3rd Mon: 0900-1100 hours, 1100-1300 hours
- 1st & 3rd Tue: 0600-0700 hours, 0900-1100 hours, 1100-1300 hours
- 1st & 3rd Wed: 0500-1330 hours
- 1st & 3rd Thu: 0500-1330 hours
- 1st & 3rd Fri: 0900-1100 hours (Shelter Creek Ln, just one street)

### **2.5.1.2 General Responsibilities**

#### ***Parking Enforcement Representative Responsibilities***

- Enforce Municipal and State Vehicle Codes related to parking and registration violations issues citations and tows vehicles as required
- Provide traffic control assistance to the Police Department upon request
- Patrol City streets, parking lots, future RPP and parking metered areas for parking violations or abandoned vehicles
- Receive and respond to radio calls for parking related complaints
- Assist citizens with parking and traffic issues or questions
- Report circumstances requiring police action
- Report safety hazards

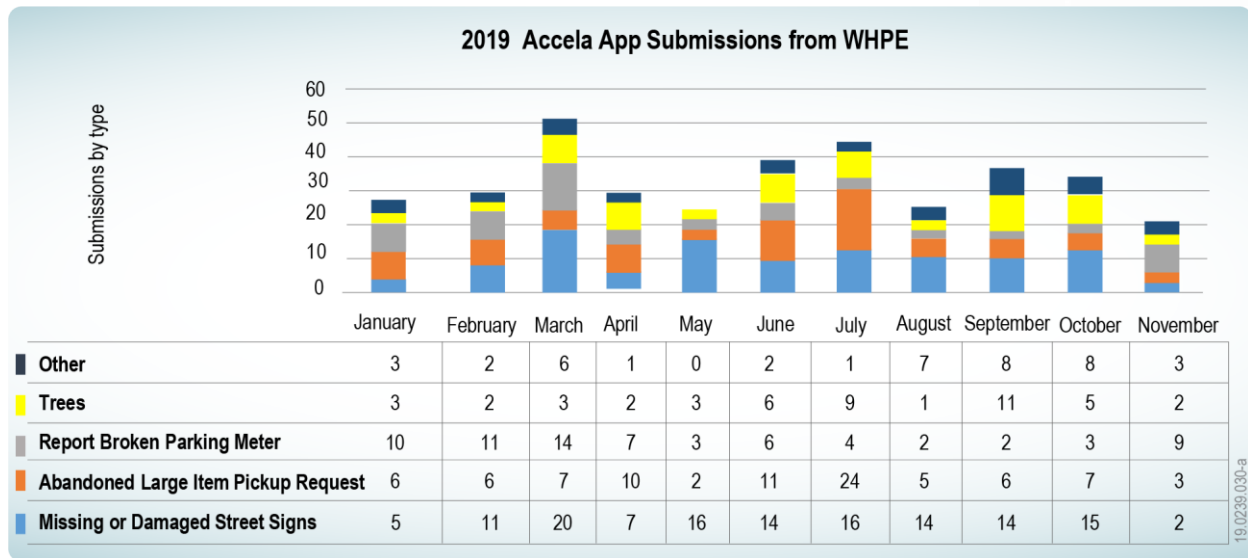
- Report damaged equipment, unclear signage or street markings, and missing, damaged or conflicting parking signs or traffic control signs
- Report parking abnormalities or abnormal parking patterns
- Provide beat analysis and report malfunctioning parking meters



**Day in the Life of a PER.** *Daily Enforcement Flowchart Translates into High Quality.*

### **2.5.1.3 Officers to use 'San Bruno Responds' App powered by ACCELA for Calls for Service and to Reporting Deficiencies**

Since our officers are out in the field and enforcing regulations, it is important for them to report any irregularities such as faded signs or curbs and respond to any calls for service using the City of Bruno public response app, 'San Bruno Responds'. Our officers will be required to check the City app once per hour at a minimum and respond to parking issues accordingly as directed by City of San Bruno. LAZ has had experience using similar apps in other California cities including hands on experience with Accela Inc. application which is used in the City of West Hollywood. At our other contracts, we report various deficiencies, including trees blocking signs, abandoned bulky items, broken meters, and missing or damaged signs. LAZ has also worked with handheld software providers to add the City Apps onto all the handhelds, yielding statistics summarized in the sample report in **Exhibit 2-1** below.



**Exhibit 2-1. Accela App Submissions from WHPE**

#### **2.5.1.4 Citation Issuance**

PERs will be trained on issuing citations electronically using Turbo Data TicketPro handhelds which also has the capability of capturing digital photos of each violation. Our officers will also be trained on completing handwritten citations legibly. Prior to deployment each day, during morning briefing, any out of the ordinary situations are discussed and all exceptions, if any, for any violations will be given to staff by shift lead such as “do no cite” pass-downs by SBPD. Turbo Data has the ability to provide report separating citations issued by LAZ enforcement staff and citations issued by SBPD staff.

#### **2.5.1.5 Level of Service**

As part of our due diligence, our team drove all areas of the City multiple times to determine the best staffing schedule that would provide a level of service that promotes a positive parking experience for the constituents and visitors of San Bruno. We understand the scope of the project and can also foresee the need for additional enforcement services that may not have been realized with a minimum level of staffing. We have experienced firsthand an increase in both citation issuance and demand for additional enforcement services in the cities of San Mateo, Palo Alto, Salinas, Inglewood, and Santa Ana, all of these are first time outsourced programs.

In the baseline schedule, the scope of work would be divided among 4 full time PERs with one of them acting as a lead PER. Full time PERs will be on a 40 hours per week schedule with approximately 1,920 annual productive hours. In addition, 2 Part Time PERs from our San Mateo program will be added each 1<sup>st</sup> and 3<sup>rd</sup> Monday; and each 1<sup>st</sup> and 3<sup>rd</sup> Tuesday to supplement street sweeping enforcement. With dozens of trained officers in the area, we are in a unique position to ramp up staffing and have the ability to scale up quickly should the demand for enforcement increase over time. Cost of any additional enforcement hours will be calculated and billed at the proposed PER Time & Material (T&M) man hour rate as presented in the Cost Proposal.



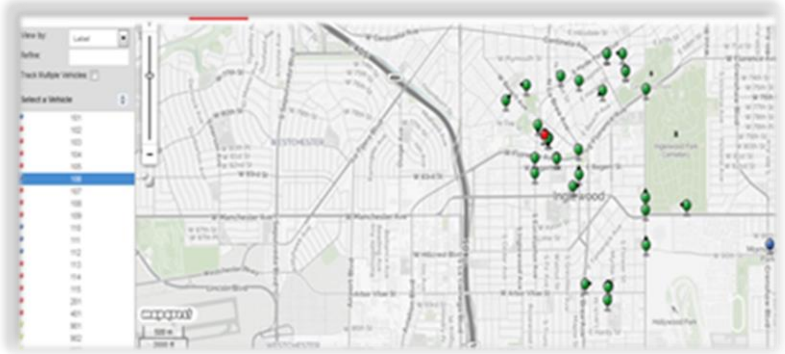
## 2.5.2 Task 2 – Equipment

### 2.5.2.1 Vehicles

LAZ will furnish four (4) parking enforcement vehicles for parking enforcement activities based on the proposed staffing plan. With the approval of the City, it is our intent to supply 2021 model Toyota Prius sedans. In addition, it is our plan to consider alternative means of transportation, such as bicycle(s), in areas where automobile enforcement is not practical.

#### Global Positioning System (GPS)

Each vehicle will be equipped with GPS tracking devices. This type of tracking system will provide up to 60-second updates on vehicle and phone movement, driving behavior, and idle times and send alerts to emails and cell phones for infraction of a set rule. The ability to monitor movement and driving behavior and patterns of enforcement officers will allow management to address issues promptly, create efficiencies, and improve officer productivity. Not only does the system provide a live feed of vehicle activity, but also records are archived in case of complaints (e.g., for driving over the speed limit or skipping violating vehicles). The record can be traced back to the driving officer's activity for that day and time.



#### Safety Lights

All vehicles will be mounted with Alternating Quad Flash Strobe Magnetic Mount in Amber. These lights will be used when staff is patrolling to warn other vehicles about their vehicle's slower movement.

#### Vehicle Marking

LAZ will obtain City approval prior to ordering decals for the marking of all vehicles. All vehicles will have markings clearly identifying all LAZ vehicles. The rear of all patrol vehicles will have a sign warning of frequent vehicle stops. We propose a sign for driver and passenger side of each vehicle with marking similar to the sample vehicle picture shown here.



The vehicles will also have "CAUTION" and "Frequent Stops" on the rear lid and unit numbers on the rear lid and sides near the rear of the vehicle.

## Vehicle Maintenance Plan

LAZ takes pride in delivering our very best to our customers and clients. This is reflected in how we carry ourselves, our clean uniforms, and the proper care of equipment, including our vehicles. Our enforcement vehicles reflect the detail and care we take in every aspect of our business. LAZ will provide new, eco-friendly Toyota Prius sedans for this contract and will take measured steps to ensure these vehicles are well maintained and presentable to the public.

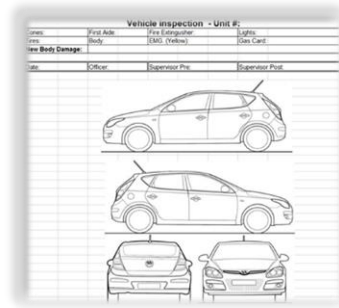
FY 2017 Fleet Vehicle Maintenance									
*Saves Use Only - Do Not Distribute *									
Subtotal	511,878.27	Total Paid							
Unit #	Date	Unit #	Make	Cost	Vendor	Maintenance Performed	November	12/4	Fleet
10/15	10/15	101	Hyundai	\$ 15.00		tire repair	10/15	104	\$176.65
10/16	10/16	112	Hyundai	\$ 31.31		light driver low beam	10/16	101	\$264.73
						tire replace/balance/oil			
10/20	10/20	108	Hyundai	\$ 209.00		change	11/8	101	\$128.98
10/21	10/21	114	Hyundai	\$ 15.00		tire repair	11/17	112	\$ 34.82
10/21	10/21	100	Hyundai	\$ 15.00		tire repair	11/17	114	\$ 34.82
10/24	10/24	112	Hyundai	\$ 249.62		battery replace	11/17	112	\$ 21.28
10/24	10/24	111	Hyundai	\$ 38.42		oil change	11/28	101	\$ 18.29
10/24	10/24	201	Ram	\$ 19.20		wiper blade replace	11/21	108	\$109.92
10/24	10/24	Fleet		\$ 17.43		windshield washer fluid	11/21	114	\$ 31.34
10/24	10/24	111	Hyundai	\$ 149.62		battery replace	11/21	101	\$112.24
10/25	10/25	401	Ford	\$ 34.82		oil change	11/28	101	\$ 34.82
10/30	10/30	111	Hyundai	\$ 21.28		light - brake	11/28	115	\$ 34.82
10/31	10/31	206	Hyundai	\$ 22.00		vehicle tow	11/30	Fleet	\$281.00
									wash
									brakes
									tire replace/insulate/brakes
									exhaust loose
									oil change
									oil change
									light - signal
									light - brake
									battery replace
									light - head
									battery replace
									oil change
									oil change
									wash

The fleet maintenance plan will include a monthly record of maintenance performed on each vehicle by Date, Unit number, Vendor, maintenance performed, and cost. A vehicle inspection log is incorporated in the Officer Daily Log to document daily vehicle inspections. Parking enforcement representatives and lead are responsible for daily inspections of the vehicles and supervisors are responsible for weekly vehicle maintenance inspections.

## Daily Vehicle Inspection

Pre- and post-shift visual inspection conducted by the lead officer along with the parking enforcement representative and notated on the vehicle inspection form. Once the inspection is complete, both supervisor and P.E.R. initial the inspection form.

- Visually inspect the vehicle for physical damage and notated on the form
- Visually inspect to ensure brake lights, running lights, turn signals, windshield wiper and amber lights are working properly
- Visually inspect tires to ensure they are properly inflated, and tread level is acceptable
- Visually inspect to ensure vehicles are equipped with proper safety kits, including first aid, cones, and hazard marking devices such as flares
- Visually inspect the interior of the vehicle for cleanliness



Vehicle Inspection - Unit #

Officer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Unit #: \_\_\_\_\_

Inspected: \_\_\_\_\_

Vehicle Diagrams:

- Front View
- Side View
- Rear View
- Top View

## Future Integration with Mobile LPR

Our proposed vehicles are also suitable for deployment of mobile LPR. We currently use Toyota Prius at most of our contracts including San Mateo with ALPR units mounted on each unit. The interior and exterior design of the vehicle allows for easy placement of the LPR equipment both inside and outside of the vehicle.

### 2.5.2.2 Communication and Citation Issuance Equipment

LAZ in partnership with Turbo Data Systems, Inc. plan to provide the needed quantity of handheld electronic ticket writers, software, and printers. We will provide 4G rugged smartphones to each officer which can be used for data and voice also eliminating the need for officers to carry multiple devices for ticket issuance and communication. These smart phones will be locked down and secured limiting what apps can be used. The ticketPRO Magic parking app will be installed and configured with the City of San Bruno information by Turbo Data. Remote support and remote upgrade will be available on each phone. Turbo Data will provide

complete configuration and set up of each unit at the start of the program. We have also opted to include an extended warranty for the printer which is highly recommended for hassle free operation. Turbo Data solution operates in real-time and sends data immediately to our cloud platform. Additionally, Turbo Data Systems has integrated with most parking PARCS and technology vendors and all major LPR technology vendors. For communication purposes, each smart phone will be set up with a push-to-talk application (similar to a two-way radio) and group texting capability using Microsoft Team for pass downs and group messaging. It is our intent to provide City's designated program representative or command center with one smart phone with the same push-to-talk app as the field personnel to enable two way communication between City and LAZ field personnel.

### 2.5.2.3 *Parking Enforcement Office*

As requested, we are providing estimated pricing for office location(s) within the City. It will be our recommendation to have contract staff work out of a dedicated



San Bruno Office Lease Survey			
Estimated Budget			
Property Address	Space Details	Estimated Monthly Rent	
1590 El Camino Real, San Bruno, CA 94066	1st Fl, Ste D		\$2,750
	1,100 SF		
	Negotiable		
	\$30.00 /SF/YR		
	Triple Net (NNN)		
881-883 Sneath Ln, San Bruno, CA 94066	1st Fl, Ste 190		\$2,599
	912 SF		
	Negotiable		
	\$34.20 /SF/YR		
881-883 Sneath Ln, San Bruno, CA 94066	2nd Fl, Ste 203		\$3,953
	1,387 SF		
	Negotiable		
	\$34.20 /SF/YR		
881-883 Sneath Ln, San Bruno, CA 94066	2nd Fl, Ste 225		\$4,332
	1,520 SF		
	Negotiable		
	\$34.20 /SF/YR		

office. This will ensure PERs are able to clock in/out, attend daily briefing, to be able to use a computer and have a breakroom to take their lunch breaks. In a few of our contracts, where we share space with City personnel, it becomes a distraction for City staff to see PERs go in and out of their offices. As requested, we have included average cost of office space (facility rent and OPEX) in the pricing options. In our survey, we identified multiple available office options but 4 that are most suitable. Below is a snapshot of the market survey we recently conducted.

#### **2.5.2.4 Other Equipment**

LAZ will also provide enforcement personnel with all necessary equipment and supplies needed for parking enforcement services. LAZ will supply the needed quantity of safety vests, chalking, flashlights, whistles. Each enforcement vehicle will also be equipped with safety kits and cones. For the office, Timeforce (biometrics) clock, computers, printers, and company issued laptop is provided to the Site Manager for remote management of the program while off site.

### **2.5.3 Task 3 - Hiring of Personnel - Recruiting, Onboarding, and Employee Development**

#### **2.5.3.1 Employment Requirements**

Building a strong, skilled workforce that understands their roles and responsibilities is just part of what LAZ does. We continue to foster the employees we have throughout our projects and carefully select new employees as positions become available. All new employees will meet all City and LAZ employment requirements. LAZ will comply with all existing Government Code and City of San Bruno policies. LAZ will also comply with all the City's standards and requirements for employees. Further, the City reserves the right to refuse or revoke, at any time, a contractor's employee from performing services in San Bruno with proper reason.



All new employees will go through a thorough pre-screen process, and only candidates with the highest likelihood of being successful will be selected. Our Senior Recruiter will spearhead our recruiting efforts and will solicit directly from multiple resources including local colleges and newspapers. First priority will be given to candidates that are locally based in and around the City and have a commitment to the local community. Once a new employee has been thoroughly screened and joined the LAZ-San Bruno team, we will provide them the tools and training for them to be successful. To be considered for a position, candidates must minimally complete an online job application. Candidates to be offered a position must meet company and City's Personnel requirements. Successful candidates must also meet company's requirements, which include passing a strict prescreening, at LAZ's expense that includes: Pre-employment drug screen, background check, DMV record check, Social Security Number verification, eligibility to work in the United States. After successful completion of employment prescreen, each new hire undergoes a comprehensive training program including employee orientation, LAZ's Ethos and Objectives, detailed and extensive procedures training, and project and employee expectations briefings. Our comprehensive ongoing training plan for the project is outlined further in this section.

#### **2.5.3.2 Wages and Benefits**

LAZ leads the standard in the parking industry as it relates to wages and benefits. We offer a competitive salary that is typically higher than a conventional parking company and a comprehensive benefits package. This includes medical and dental coverage (Blue Cross/Blue



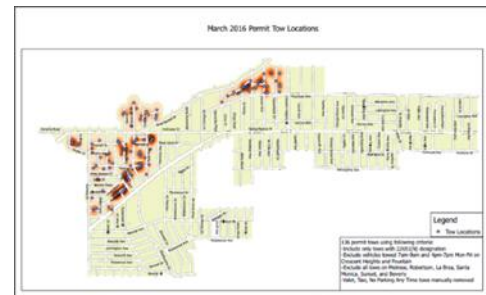
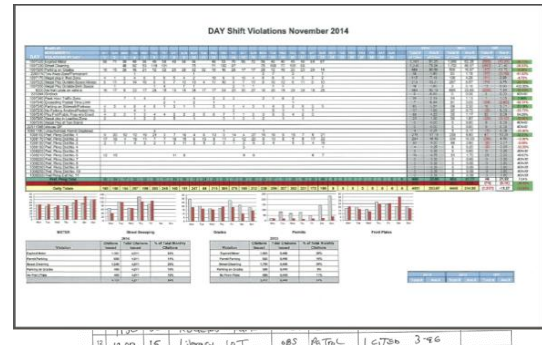


Shield), paid time off, and 401K plan amongst many other benefits our full-time employees enjoy.

### 2.5.3.3 Record Keeping and Reporting

LAZ has hands-on experience customizing and developing reports that best fit the needs of each of our clients. Each report provides easy-to-understand factors for the reviewer, with a focus on highlighting performance metrics. Upon award of a contract, it is our intent to meet with the City management and share a variety of reports currently in use at our other contracts. In partnership with our municipal clients, we have developed complex reporting mechanisms that provide the operations with a consistent level of oversight.

We currently use LAZ's proprietary Business Intelligence (BI) tool for performance reporting. In this section, we have shared some sample reports currently in use at our other parking enforcement contracts. To limit the number of pages to our response, we are sharing a few samples of these reports, but as stated above, we look forward to meeting with City management to discuss their preference as to which reports are best suited for San Bruno parking enforcement program. LAZ will maintain project files and records per City's record retention policy and throughout the term of this contract. All project records (electronic and paper) will include operations and maintenance guidelines. These include officer shift logs, citation activity reports, meeting agendas and minutes; management and staffing plans; staffing reports and schedules; updates to these documents; project staff training; plus, all manuals, systems maintenance records, training records, systems plans and installation records, and other correspondence. **Activity Reports and Program Status Reporting.** These reports range from a simple daily officer shift log to a more comprehensive weekly/monthly citation activity report, and from officer productivity report to violation trend report. Through citation mapping and violation heat maps are other ways we provide our clients a visual review of daily, weekly, and monthly citation activity and violation capture.



## 2.5.4 Task 4 – Training

### 2.5.4.1 *Commitment to Training and Personnel Development:*

LAZ is well aware of the impact initial and ongoing training have on the performance of our enforcement officers. We believe well-trained officers will ensure a high rate of enforcement resulting in increased compliance and reduce negative backlash from citizens who may protest effective enforcement, thus reducing the demands on both LAZ and City staff. We will provide extensive in-house training with a formal induction program for new employees, continuing on-the-job training, and participation in training offered by LAZ University. Our training program will meet the City's training requirements. LAZ staff working at this project will go through a 24-hour classroom style Initial Training and 40 hours of on-the-job training including field training with supervisory staff. As needed, we will also provide re-training and/or follow-up training required to correct deficiencies in



performance. LAZ will also provide staff with at least eight (8) hours of annual refresher courses and training. Topics will include, but are not limited to, Standard Operating Procedures (SOPs), changes in the law, new aspects of the City's parking program, refresher or expanded training in customer relations, and conflict resolution. Continuing training, subject matter, and schedules will be reviewed and approved by the City representative prior to any training taking place.

**Initial Training:** All new hires will go through the Initial Training, which will include: New Hire Orientation (4 hours), Parking Enforcement Basics (4 hours), Customer Service/Conflict Resolution Training/Ambassador Program (8 hours), Physical layout of the City, SOP Training including Handheld/Ticket Writing, tasks and responsibilities under regular and emergency operating conditions, and parking enforcement programs and policies adopted by the City of San Bruno (8 hours), Field Training: 40 hours

**Annual Refresher Training** includes but is not limited to: Ambassador Program. Customer Service Training, Conflict Resolution, Harassment Awareness Training, Parking Enforcement Program, Legal Update. SOP training.

### **Standard Operating Procedure (SOP)**

LAZ will conduct SOP training with an ambassador approach and cover the following topics:

- Enforcing parking meter, permit, posted sign violations and other parking regulations
- Marking, tagging, towing and impoundment of vehicles
- San Bruno Municipal Code and California Vehicle Codes related to parking enforcement
- City and Department Policies and procedures
- Emergency protocol and workplace safety
- Customer service delivery and expectations
- Courtroom procedures and testimony techniques

- Responding to calls for service

### 2.5.5 Task 5 - Uniforms

As ambassadors of the City, we recognize the importance of employee appearance. LAZ will provide complete uniform for our staff and all equipment needed to do their jobs well and safely. LAZ will provide staff with sufficient number of uniform shirts and pants to make sure they maintain a professional appearance at all times. We have a national agreement with one of the largest uniform companies. Through their uniform rental program, we will issue 11 shirts and 5 pants to full-time employees. All staff will be issued jackets and hats for inclement weather. The uniform company will also be responsible for the cleaning of the uniform. They will drop off a clean set of uniforms weekly and pick up soiled uniforms.

Additionally, LAZ will provide staff with photo identification, name tags, and badges that clearly state the company name and the staff person's name. Subject to City approval, LAZ will provide:

- Blue security style shirts,
- OR
- Blue ambassador style blue polos
- Dark blue trousers
- Black shoes
- Silver color name plate
- High visibility traffic safety vests, highly visible rain gear, dark blue or black baseball cap
- Standard LAZ ID badges containing the employee's picture and LAZ employee ID number



### 2.5.6 Task 6 – Optional Services

It is our understanding that City may require LAZ to provide traffic control services for special events as an optional service. We provide traffic control services at other major contracts, most notably, in San Mateo, Salinas, Inglewood and West Hollywood. We provide traffic control services for all special events, for citywide events, in case of traffic collisions, non-working traffic signals, DUI checkpoints, and for street closures for crime investigations. We provide customized traffic control training to all enforcement personnel. Each PER is also supplied with whistles, white gloves, and reflective traffic safety vests. All these items including traffic cones are kept in each enforcement vehicle so they can promptly respond to any calls for service for traffic control. Billing rates for Special Event enforcement and traffic control services will be the same as PER hourly rate(s) provided in this proposal. For special events requiring more than 5 traffic control officers, we will be prepared to bring officers from neighboring programs, San Mateo and San Francisco.



### 2.6 MOBILE PAYMENT TECHNOLOGY

Mobile parking payment apps are now in every major city, and the option to pay for parking with your phone is beginning to be the norm. There are a lot of competing apps out there, but which mobile payment technology vendor is the right fit for San Bruno? The good news is that the City of San Bruno has already recognized the need to move to a paid parking system and that option is currently being reviewed. It will be our recommendation to go with Pay-by-Phone, a vendor with the largest footprint in the area because of their longstanding contract with San Francisco and SFMTA. Introducing Pay-by-Phone in San Bruno will enhance the customer experience by offering multiple modes of payments. In addition, LAZ will work with the City to introduce our proprietary frictionless payment option using our LAZ text-to-park, an AppLess technology, that is expected to encourage contactless and frictionless payments. Features of LAZ Text to Park include those shown below.



GIVE CUSTOMERS MULTIPLE  
WAYS TO PAY



MOBILE ENFORCEMENT  
AND REPORTING



REDUCED EQUIPMENT  
AND EXPENSES





## 2.7 VIRTUAL PERMIT PROGRAM

Per City's request, we requested a proposal from Turbo Data System for a fully integrated parking permit program. The Turbo Data Systems, Inc.



(TDS) Parking Permit program is designed to allow residents to apply for and purchase parking permits, and to allow the City to track their parking permit program online using the Permit Manager. The system allows for annual permit renewals; either by letter generation and mailing, and/or electronic notification. The system is cloud-based based with a "self-service" ability for residents to purchase their permits. The applicant can register for an account and upload required documents which can then be verified by the City or TDS. Upon approval, the applicant will be notified to submit a permit request for the district/zone that they live in. The permit management system is scalable and designed to handle multiple permit types: Virtual Permits – Use Vehicle plate Multiple physical permits and multiple combinations (stick-on, hangtag) Guest Permits Multiple Residential Zones/Districts Annual residential permits Business parking permits Oversize Vehicle Permit pricing can be tier-structured, prorated or allow for special exceptions, discounts, pickup, delivery, etc. The system will allow both TDS and designated City staff to issue and administer permits as needed. *Budgetary proposal provided by Turbo Data is being submitted as an exhibit to this proposal.*

## Section 3. FIRM'S BACKGROUND, EXPERIENCE AND HISTORY

### 3.1 NATIONAL STRENGTH

LAZ Parking is a national parking company, headquartered in Hartford, CT, with regional offices across the U.S. We operate through these regional offices headed by officers of the company. This organizational structure enables LAZ to offer its clients the resources of a large company but with the attention and responsiveness more typical of a local company.

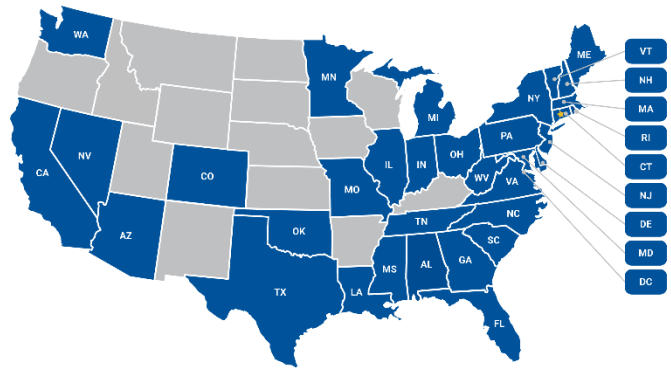
We are the second largest parking company in the US, with the broadest experience and finest employees in the industry.

Our portfolio includes major on-street and off-street municipal parking, mass transit parking systems, entertainment/event parking, commercial, residential buildings, hotels and resorts, office buildings, mixed-use projects, hospitals and medical complexes, airports, university parking, shuttle services and valet-oriented parking. Our range of experience makes us uniquely qualified to address the challenges of the parking operations in the City of San Bruno.



LAZ Parking Fast Facts	
Founded:	1981
Number of Locations:	Over 3,200
Number of Parking Spaces:	Over 1.2 Million
Annual Managed Revenues:	\$1.4 Billion
Number of Employees:	13,450
States / Cities:	35 / 444
Portfolio Mix:	Managed, Leased, and Owned
Service Lines:	Hospitality & Valet, Office Buildings, Medical & Hospital, Airport & Transportation, Campus, Government & Municipal, Retail & Mixed-Use, Event Parking, Residential Buildings, and Shuttle Services

07-08-2021





### 3.2 PUBLIC SECTOR EXPERTISE

The following is a sampling of LAZ Parking's public sector clients, including the approximate number of spaces for each.

- Washington Metro Area Transit Authority (59,000)
- City of Chicago Meters System (36,000)
- City of San Francisco Meters (28,800)
- Montgomery County, MD (21,500)
- New York City Housing Authority (20,600)
- NY Metropolitan Transit Authority (16,600)
- City of Long Beach, CA (10,300)
- City of Inglewood, CA (10,000)
- Rhode Island State Beaches (8,100)
- City of Kansas City, MO (6,600)
- City of Stockton, CA (6,145)
- City of Miami Beach, FL (6,000)
- City of New Rochelle, NY (5,868)
- City of Lowell, MA (5,566)
- Jacksonville Transportation Authority (4,000)
- Norwalk Parking Authority (3,763)
- City of Stamford, CT (3,400)
- City of West Hollywood, CA (3,360)
- San Francisco Municipal Transportation Authority (3,114)
- California State Parks (2,664)
- City of Syracuse, NY (2,525)
- City of Inglewood, CA (2,500)
- Alameda County, CA (2,500)
- City of Wilkes-Barre, PA (2,453)
- City of New London, CT (2,210)
- Delaware Transit Authority (2,200)
- Schenectady Redevelopment Authority (2,200)
- Volusia County, FL (2,100)
- Merrimack Valley Regional Transportation Authority (2,075)
- City of Las Vegas, NV (1,866)

### 3.3 PARKING ENFORCEMENT EXPERIENCE

Within its Government Services Business Unit, LAZ has a dedicated Municipal On-Street Parking Business Segment that is primarily focused on Parking Enforcement and Curb Management Services. We have delivered reliable Parking Enforcement and related services since 1988. Within its Government Services portfolio, LAZ issues close to **1.5 million citations annually** with an average citation dismissal rate of less than **3%** at contracts across North America. Working collaboratively with cities, counties and police agencies throughout the U.S., LAZ has been intrinsic in developing innovative parking enforcement solutions that integrate seamlessly with the wider parking and transportation networks. We are in a unique position of having managed some of the most complex turnkey parking systems. Our experience and expertise in the techniques and technologies used in parking enforcement are unmatched. A snapshot of our current enforcement programs is provided in the table below.



	SIZE AND COMPLEXITY	ANNUAL CITATIONS ISSUED	OPERATIONS/MANAGEMENT	PARKING ENFORCEMENT	ELECTRONIC HANDHELDS	SMART TECHNOLOGY	LPR TECHNOLOGY	ENFORCE ALL MCs & CVCs	PERMIT ENFORCEMENT	ON STREET ENFORCEMENT	OFF STREET ENFORCEMENT	SURFACE LOTS	STREET SWEEPING ENFORCE	CUSTOMER PHONE SUPPORT	TOWING AND BOOTING	TRAFFIC DISPATCH SERVICES	TRAFFIC CONTROL SERVICES
<b>California</b>																	
City of West Hollywood		200,000	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
City of Inglewood		90,000	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
City of Palo Alto		10,500	✓	✓	✓	✓			✓			✓		✓			
City of Santa Ana		45,000	✓	✓	✓			✓	✓	✓	✓	✓	✓		✓		
City of Salinas		20,000	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓		
City of San Mateo		50,000	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓
<b>Illinois</b>																	
City of Chicago		400,000	✓	✓	✓	✓		✓	✓	✓		✓					
Montgomery County		150,000	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	

### 3.4 RELEVANT EXPERIENCE AND CALIFORNIA BASED REFERENCES

With LAZ's proven track record, City of San Bruno receives a partner with experience managing contracts that meet or exceed the size, scope, and complexity of the San Bruno Parking Enforcement program. Listed below are six (6) California based references in sequential order (from longest standing to most current).

<b>REFERENCE #1 – WEST HOLLYWOOD PARKING ENFORCEMENT</b>	
<b>Client's Name</b>	City of West Hollywood, CA
<b>Name of Contact &amp; Title</b>	Vince Guarino, Parking Manager
<b>Contact Information</b>	Tel 323-848-6426 – Email <a href="mailto:vguarino@weho.org">vguarino@weho.org</a>
<b>Period of Performance</b>	07/01/2015 – 06/30/2020 ( <i>continuously serving the City since 1992</i> )
<b>Total Contract Value</b>	Base Contract - \$14M
<b>Scope of Services</b>	Turnkey Parking Enforcement Services 24 hours/day-365 days/year (all MCs & CVCs), Vehicle/Bike/Foot Patrol, Traffic Control, Dispatch Services, Front Counter Customer Service, Encroachment/Temp Permit Placement, Towing, Court Appearances.
<b>Key Facts</b>	Project Manager, Deputy PM, Analyst, 5 Supervisor, 3 Dispatchers, 4 Bike Officers, 22 PERs. 10 License Plate Recognition (LPR) equipped vehicles, Virtual



	Permitting Program, Fully Integrated Enforcement System. Enforce street sweeping, gridlock, residential and timed parking. Quality controls (GPS Tracking, Street Surveys, citizen feedback calls, in vehicle recording system).
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REFERENCE #2 – INGLEWOOD PARKING SERVICES	
Client's Name	City of Inglewood, CA / Inglewood Police Department (IPD)
Name of Contact & Title	Tanya Perry, Parking Program Superintendent
Contact Information	Tel 310.412.8745 – Email <a href="mailto:tperry@cityofinglewood.org">tperry@cityofinglewood.org</a>
Period of Performance	05/20/2014 – 05/31/2024
Total Contract Value	Base Contract - \$25M
Scope of Services	Turnkey parking enforcement services 24 hours/day-365 days/year (all MCs & CVCs), traffic control services, traffic & crowd control during special events, traffic dispatch services, front counter customer service representatives. Enforcement of parking meters, permits, timed parking, posted signs, curb violations, scofflaw, peak hour enforcement, and special details including school details.
Key Facts	Project Manager, 4 Shift Supervisors, 4 Leads, 22 PERs, 25 Traffic Control Officers. Transitioned a complex parking program in less than 45 days (from in-house to LAZ). Improved citation issuance by 30 percent within the first three (3) months. Improved traffic congestion by effectively controlling traffic around Forum event center. Met all deadlines pertaining to start up deliverables – Procurement of new vehicles, uniforms, safety supplies, radios, equipment, and other related supplies. Currently looking to expand enforcement coverage with the anticipated opening of a new NFL stadium for the LA Rams and LA Chargers.
REFERENCE #3 – PALO ALTO RPPP PARKING ENFORCEMENT	
Client's Name	City of Palo Alto, CA
Name of Contact & Title	Mark Hur, Parking Operations Lead
Contact Information	Tel - 650.329.2520 Email <a href="mailto:Mark.Hur@CityofPaloAlto.org">Mark.Hur@CityofPaloAlto.org</a>
Period of Performance	05/01/2015 – 05/31/2020
Total Contract Value	\$2.3M
Scope of Services	Enforcement of citywide Residential Preferential Parking Permit (RPPP) program. Vehicle, bike and foot patrol.
Key Facts	Transitioned a newly developed enforcement program in less than 45 days. Worked closely with Palo Alto PD and City Economic Development teams to ensure a smooth implementation. Spearheaded community outreach activities to raise awareness for residents, business owners and visitors. Continue to host citizen assistance calls and calls for service throughout City's RPP districts. Added



	additional staff to address expanded enforcement coverage to other RPP districts around Stanford University.
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REFERENCE #4 – SALINAS CITYWIDE PARKING ENFORCEMENT	
Client's Firm	City of Salinas, CA
Name of Contact & Title	Mike Garner, Parking Manager
Contact Information	Tel 831.758.7151 – Email <a href="mailto:mikeg@ci.salinas.ca.us">mikeg@ci.salinas.ca.us</a>
Period of Performance	10/1/2016 – 10/30/2020
Total Contract Value	\$1.25M
Scope of Services	Citywide parking enforcement. Enforce all MCs and C.V.C. and provide citizen assistance support to Salinas PD and Public Works Dept.
Key Facts	Citation issuance increased by 130% in Year 1 of implementation. Improved response time for service calls and consistent enforcement. Positively impacted parking availability throughout the City. Due to efficient management of the program, City has requested additional staff (essentially staffing levels have double since the inception of the program). Currently working with the City to introduce LPR and an enhanced vehicle towing and booting program.

REFERENCE #5 – SANTA ANA PARKING ENFORCEMENT	
Client's Name	Santa Ana Police Department (SAPD)
Name of Contact & Title	Yolanda Bautista, Supervisor – Field Operations/Traffic Division
Contact Information	Tel 714.245.8225 – Email <a href="mailto:ybautista@santa-ana.org">ybautista@santa-ana.org</a>
Period of Performance	07/01/2018 – 06/30/2023
Total Contract Value	\$3.5M
Scope of Services	Citywide parking enforcement service including all MCs and C.V.Cs (Street sweeping, parking meters, RPP, 24/7 operation with commercial street sweeping covered during graveyard).
Key Facts	Transitioned this complex contract in less than 30 days with no service interruptions. Screened, trained and onboarded incumbent staff and implemented all new processes during the transition and met all critical deadlines set forth by Santa Ana PD. Currently working with SAPD to introduce LPR and an ambassador program for downtown core. Continuously provide assistance for special assignments and have provided additional staff under the guidance of SAPD parking supervisor.



REFERENCE #6 – SAN MATEO PARKING ENFORCEMENT	
Client's Name	Santa Mateo Police Department (SMPD)
Name of Contact & Title	Glen Teixeira, Sergeant, Traffic Division
Contact Information	Tel 650-522-7745 – Email <a href="mailto:teixeira@cityofsanmateo.org">teixeira@cityofsanmateo.org</a>
Period of Performance	12/01/2019 – 12/31/2025
Total Contract Value	\$7.5M
Scope of Services	Citywide parking enforcement service including all MCs and C.V. Cs (Street sweeping, parking meters, RPP, on-street, off-street, City lots & garages).
Key Facts	First time outsourced program. Dramatic improvement in parking compliance citywide and significant increase in citation issuance within 1 <sup>st</sup> year of program implementation by LAZ. Currently working with the City to improve LPR use for both enforcement and occupancy data collection. Provide traffic control services year-round and assist SMPD with special assignments and have provided additional staff under the guidance of SMPD parking supervisor.



## Section 4. TEAM EXPERIENCE AND STATEMENT OF QUALIFICATIONS

We have carefully selected our project team leaders and key personnel while considering our objectives to exceed the desired requirements for each position to deliver on City's service level requirements, mitigate risk, and meet overall project objectives. Our proposed management team include subject matter experts currently providing responsive and efficient support to comparable parking enforcement programs within CA.



### **Phillip Ballin, *Proposed Project Manager***

Phil has been involved in the management and administration of complex parking enforcement programs since 2014. He currently manages our San Mateo parking enforcement contract and is being proposed as the shared Project Manager for San Bruno because of his extensive work within municipal parking enforcement operations. Phil brings over 14 years of parking industry experience, spending the past 8 years managing parking enforcement operations in the Bay Area. During this time, he has spearheaded various technology implementations while maintaining client satisfaction at some of the most notable high performing parking enforcement programs.



### **Robert Maroney, Vice President, Government Services**

Rob Maroney joined LAZ Parking in 2015 as the Vice President of Government Services. Rob is responsible for overseeing and supporting our rapidly expanding Government Services market, which includes municipal agencies and public private partnerships. With over 20 years of experience, Rob brings extensive experience in government operations, management, and consulting. He started his career in municipal government, and during his 12+ year career with Norfolk, VA, he served as the Director of Parking. Rob was also the Director of Parking and Transportation for Virginia Commonwealth University, overseeing the university's parking, transportation, and fleet management programs. He currently serves on the Board of Directors for the Parking Association of the Virginias and is an active member of several national and regional parking associations. Rob holds a Government and Fine Arts degree from the College of William & Mary and is a Certified Administrator of Public Parking (CAPP).



### **Muhammad Mansoor, VP, On-Street & Enforcement**

A familiar name in the parking industry, Muhammad Mansoor serves as the subject matter expert for LAZ Parking's Government Services. Muhammad ensures high-quality service delivery across our government parking contracts and has direct responsibility over the decisions for all on street parking contracts throughout the U.S. He is an active member of IPMI, NPA and various regional parking organizations. He is also a Six Sigma



Yellow Belt recipient. During his 20-year parking career, Muhammad has led the implementation of cutting-edge technology and helped cities develop the state of design tools and redefine transportation practices to transform urban spaces into urban places and stands by as a subject matter expert ready and willing to assist in this contract. He attended California State University, Long Beach and the Said Business School, University of Oxford.



**Peter Cho, Operations & Transition Manager, Government Services**

Peter Cho joined LAZ Parking as part of the acquisition of Serco Parking Services in 2021 as the Senior Operations Manager. In this role, Peter provides operational support to all legacy Serco parking programs and ensures consistency and operational compliance throughout LAZ Parking's Government Services programs. A proven leader with over twenty-five years in the Parking Industry. His experience includes working and

transitioning complex municipal and commercial parking programs. As a subject matter expert in Municipal On and Off-Street Parking Operations, Peter is familiar with the latest technology and supports our new and existing operations. His solutions driven approach has helped improve and sustain some of our most complex operations including the City of West Hollywood, CA, City of Inglewood, CA, City of San Francisco/SFMTA, City of San Mateo, CA, City of Santa Ana, CA, City of Chicago, IL and Montgomery County, VA.



**Cindy Hefner, General Manager-Bay Area**

Cindy Hefner joined LAZ Parking in 2014 as Director of Operations, bringing over 17 years of experience in the parking industry to her operations. She is an accomplished operation executive with hands-on experience in successfully growing sales and revenues, improving customer service, and aggressively controlling expenses in competitive market environments. Cindy has a strong track record in identifying, developing, and executing productivity and system improvements. She offers a wide range of expertise in all areas of

parking, including managed garages, automation operations, hotel, valet, and self-park. Cindy has built a reputation well respected by our clients for excellence in seamless transitions, operational efficiency, implementation of new technology and equipment to maximize revenue. She graduated from Texas Wesleyan University and will be responsible for developing, supporting, and implementing the operations as well as client communication on a day-to-day basis. In addition, she will utilize her ability to implement effective team building skills. Cindy will work directly with the Project Manager to support the transition and ongoing parking operations for the City of San Bruno.

## **Section 5. PROPOSED PRICING STRUCTURE**

### **5.1 COST FACTORS AND PRICING STRATEGY**

The premium services we offer our customers come at a price that represents a maximum value to your business. This is especially true when you consider other service alternatives, low-cost providers that act more as a staffing agency, rather than a strategic partner. Our pricing solution offers best-in-class service with performance monitoring tools, subject matter expertise, long-term solutions, and scalability for future phases of the program. To serve you better, LAZ maintains industry-competitive pricing for all its parking enforcement services contracts. Our pricing considers several factors such as frequency of patrols and amount of detail required; and beat designs are crafted based on enforcement needs. Our pricing is based on a staffing plan that will best serve your enforcement needs in the beginning phase of this program and the service priorities required at your specific project. We can scale up as required as violation trends and heavy enforcement areas are identified, and violation capture rate and a baseline for citation issuance is determined during the first year of operation.

To allow you maximum flexibility of selecting a price that is the best fit for the City, we are proposing four pricing scenarios;

- Scenario 1 – Parking Enforcement Services – Time & Material (T&M)
- Scenario 2 – Parking Meters – Citywide parking meter deployment
- Scenario 3 – Mobile Automated License Plate Recognition (ALPR)
- Scenario 4 – Parking Enforcement Office – within City limit

### **5.2 HOURLY LABOR RATES**

Our proposed Time & Material (T&M) rates are fully burdened hourly labor rates. Man-hour billable rates are inclusive of direct labor, payroll taxes, workers comp and fringe. Staffing hours are based on 1920 productive hours for 4 Parking Enforcement Representatives (PERs) and 10% allocation of Project Manager hours. Regional Manager oversight will be provided to the City at no additional cost. Proposed rates for “Optional Services” will be the same as PER rate(s).

### **5.3 OTHER DIRECT CHARGES (ODCs)**

All operating expenses in support of this program are including in the hourly man hour rate as well and include the following expenses:


- Electronic Handhelds/Ticket Writers plus Bluetooth printers
- Citation paper stock and envelopes
- Vehicle Expenses – Lease, fuel, insurance, preventative maintenance
- Telephone & Computer Usage – Voice and data plan
- Office and Safety Supplies
- Recruiting expenses – Drug Screens and Background Checks

### **5.4 STARTUP COSTS**

A onetime startup cost is estimated based on our recent experience transitioning comparable programs. These costs include:

- Vehicle branding/wrapping/lightbars
- Startup training
- Implementation travel costs

## 5.5 COST SUMMARY

Cost Summary						
						Estimated Monthly Payment
						Term
						36 months 60 months
Parking Enforcement					\$26,246.81	\$26,246.81
Parking Meters					\$8,720.01	\$5,232.01
		Term				
		36 months	60 months			
CAPEX		\$293,383.60	\$293,383.60			
Financing		7%	7%			
Total Cost		\$313,920.45	\$313,920.45			
Estimated Monthly Payment		\$8,720.01	\$5,232.01			
Mobile ALPR					\$5,341.23	\$3,204.74
		Term				
		36 months	60 months			
CAPEX		\$179,705.00	\$179,705.00			
Financing		7%	7%			
Total Cost		\$192,284.35	\$192,284.35			
Estimated Monthly Payment		\$5,341.23	\$3,204.74			
Office Lease					\$2,750.00	\$2,750.00
Estimated Monthly Payments					\$43,058.06	\$37,433.56
Estimated Annual Cost					\$516,696.69	\$449,202.72

## 5.6 PARKING ENFORCEMENT SERVICES

### San Bruno Parking Enforcement Services

	Annual Cost	Estimated Annual Hours	Billing Rate	Number of FTEs	Status	Annual Productive Hours
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#### Parking Enforcement

Parking Enforcement Officers	\$ 328,733.44	8,512	\$ 38.62	4	Full Time	8,512
Project Manager	\$ 18,360.16	208	\$ 88.27	1	Shared	208
Regional Manager	\$ -	2,080	\$ -	1	Shared	2080
Total Annual Cost	\$ 347,093.60	10,800				10800

#### Enforcement Coverage

Route 1	El Camino Real; Lot 1; Lot 2 (2 hour); Angus Ave; Sylvan Ave; Easton Ave; Lot 8; Kains Ave; Library Lot; Jenevein Ave; San Mateo Ave; Hensley Ave; San Bruno Ave; Green Ave; Easton Ave; Lot 2 (5 hour); Lot 3; Lot 4; Lot 5; Lot 7; Lot 6
Route 2	El Camino Real; Lot 1; Lot 2 (2 hour and 5 hour); Lot 3; Lot 4; Lot 5; Lot 7; Angus Ave; Sylvan Ave; Lot 6; San Bruno Ave; Easton Ave; Lot 8; Kains Ave; Library Lot; Jenevein Ave; San Mateo Ave; Hensley Ave; Green Ave; Easton Ave
Street Sweeping Enforcement	1st & 3rd Mon: 0900-1100 hours, 1100-1300 hours
	1st & 3rd Tue: 0600-0700 hours, 0900-1100 hours, 1100-1300 hours
	1st & 3rd Wed: 0500-1330 hours
	1st & 3rd Thur: 0500-1330 hours
	1st & 3rd Fri: 0900-1100 hours (Shelter Creek Ln, just one street)

#### Operating Expenses

<b>General and Administrative</b>	
Wages and salaries	Included in T&M Rates
Vehicle Lease	Included in T&M Rates
Fuel	Included in T&M Rates
Insurance (Auto_Liability_WC)	Included in T&M Rates
Uniforms & Cleaning Service	Included in T&M Rates
TurboData TicketPro Handhelds	Included in T&M Rates
TurboData Paper Stock	Included in T&M Rates
HR (hiring_onboarding_training)	Included in T&M Rates
	Included in T&M Rates

## 5.7 LICENSE PLATE RECOGNITION (LPR) TECHNOLOGY

Mobile ALPR Cost Comparison						
		Genetec			Vigilant	
		Authorized Dealer	Route 1		Authorized Dealer	TurboData
Hardware, Shipping, Installation		\$125,280.00			\$102,680.00	
Startup, Commissioning, Travel, Training					\$7,525.00	
Cellular Testing					\$2,000.00	
System Software Support, 4G MiFi (annual)		\$7,876.00			\$13,500.00	
Warranty						
Total Annual Cost		\$133,156.00		\$125,705.00		
Total 5 year Cost		\$164,660.00		\$179,705.00		
Extended Warranty Year 1 - 5		\$53,991.80		Included in above price		

## 5.8 PARKING METERS

Per City's request, we evaluated multiple parking meter technology options and found MacKay Meters to be the ideal solution for San Bruno.

J.J. MacKay Canada Limited (MacKay Meters) is a recognized world leader in the parking control business. MacKay manufactures both single space and multi space equipment along with supporting accessories and software. Mackay was recently awarded a 5-year agreement by the City of San Francisco and San Francisco Municipal Transportation Agency (SFMTA) to upgrade the entire San Francisco meter system. Beginning early next year, SFMTA will be replacing more than 18,000 parking meters throughout San Francisco. The parking meter hardware upgrade is taking place under a \$70 million contract. This recent contract award provides a unique opportunity for Mackay Meters to offer meter technology and infrastructure improvements to other bay area cities at a highly competitive price as they can utilize their management and technical resources from San Francisco.

Mackay offers industry leading meter technology for an enhanced user experience by providing a wider and brighter screen, accepting contactless payment, and allowing customers to receive a parking receipt via text message.

Cost proposal for converting San Bruno's non-metered spaces to metered spaces require accurate curb mapping. The cost proposal being submitted here is based on an initial study and may require adjustments after further discussion with City staff including public works and traffic engineering. When 'walking' San Mateo Avenue, we counted 138 spaces (we may have missed a few, or double counted a few but have used 138 for this pricing exercise). There are some significant savings to be had by deploying a system that utilizes primarily a Dual Space mkBeacon with some Single Space mkBeacon meters. The thought would be that a Single Space mkBeacon would be used at the end of an area which has an odd number of spaces.



Based on our site visit and our initial assessment, we found the following to be the best option:

- Single and Dual mkBeacons – pricing for 18 single space meters, 60 dual space meters, vault housings and meter poles (with mounting hardware) + 1 year of monthly fees. With the way the street is set up, there are many spots that are conducive to utilizing a Dual space mkBeacon.
- Tangos – pricing for 25 Tango pay stations + 1 year of monthly fees. Using 25 pay stations seemed like a good place to start. Whether you end up with 23 or 27 after a final analysis is done, using 25 is safe.

Things that are not considered in this pricing exercise:

- Extended warranty, Installation, Commissioning and Shipping
- Collection equipment and Paper costs (for Tango pay stations)
- Any decorative pole equipment (for mkBeacons meters)

Cost Proposal				
Mackay Parking Meters				
		1 Yr. Warranty		Annual Consumables
QTY	DESCRIPTION	UNIT PRICE	Total	Total
18	MacKay mkBeacon Single Space coin / card /NFC meter	\$ 625.00	\$ 11,250.00	
18	Single Space GHN Services in advance 1st year @ \$8/meter/ Month all in	\$ 96.00	\$ 1,728.00	\$ 1,728.00
	Includes all Communications, Transactions and Hosted services.		\$ -	
	New Parking meter Vault /Coin Can Locks and Keys		\$ -	
			\$ -	
			\$ -	
60	MacKay mkBeacon Two Space coin / card /NFC meter	\$ 800.00	\$ 48,000.00	
60	Two Space GHN Services in advance 1st year @ \$14.00/meter/ Month all in	\$ 168.00	\$ 10,080.00	\$ 10,080.00
	Includes all Communications, Transactions and Hosted services.		\$ -	
	New Parking meter Vault /Coin Can Locks and Keys		\$ -	
78	Complete Surface Mounting Pole Kit	\$ 150.00	\$ 11,700.00	
312	Mechanical Anchor Mounts	\$ 8.55	\$ 2,667.60	
			\$ 102,575.60	\$ 11,808.00
			mkBeacon total	\$ 114,383.60
			Tango Total	\$ 179,000.00
	Installation, commissioning and shipping TBD			
	Savings with utilizing dual space meters			-\$ 64,616.40
Multi Space				
25	MacKay Tango- Pay By Space or Pay by Plate Configuration...	\$ 6,500.00	\$ 162,500.00	
	MacKay Tango – accepts coins, credit card, smart cards , NFC		.	
	Solar powered including modem for communications and 1 year warranty			
25	Annual fee for GHN contract and communications @ \$55.00/ Machine /Month	\$ 660.00	\$ 16,500.00	
			\$ -	
		Total	\$ 179,000.00	
	Installation, commissioning and shipping TBD			

## 5.9 RETURN ON INVESTMENT (ROI) ANALYSIS

Number of Tickets Issued (2019 baseline)	Expected Increase in Citation Issuance	Total Citations Year 1	Net Gain (Citations)	Average Ticket Value	Anticipated Citation Revenue Increase	80% Collection Rate	ROI
17,370	40%	24,318.00	6,948.00	\$50	\$347,400	\$277,920	1.5 Years



# Price Proposal

PRICING PROPOSAL - City of San Bruno

Vendor Name - T2 Systems

DATE - September 16, 2022

MULTI-SPACE PAY STATION PRICING					
<b>Luke Cosmo</b>					
Item Description			Quantity	Unit Price	Extended Price
Coin escrow/Coin Canister/Credit Card/Solar Power/LTE Cellular/2 years extended warranty			88	\$6,457.50	\$568,260.00
Recommended Spare Parts			1	\$8,520.00	\$8,520.00
<b>SET-UP COSTS</b>					
T2 Iris Profile set-up fee			1	\$500.00	\$500.00
BOSS Suite set-up fee			1	\$132.50	\$132.50
Data Connect LTE activation fee			84	\$15.00	\$1,260.00
LTE Verizon SIM Cards			84	\$15.00	\$1,260.00
Green keys			2	\$16.50	\$33.00
Yellow keys			1	\$16.50	\$16.50
Coin Canister keys			2	\$5.00	\$10.00
3 day On-site training			1	\$4,000.00	\$4,000.00
Shipping estimate			1	\$11,000.00	\$11,000.00
Installation by LAZ			84	\$245.00	\$20,580.00
*applicable taxes not included on all the above pricing					
Spare Coin Canisters for collections			88	\$300.00	\$26,400.00
Paper receipt roll			88	\$41.00	\$3,608.00
*applicable taxes not included on all the above pricing					
<b>ON-GOING COMMUNICATION AND MANAGEMENT FEES</b>					
List all applicable recurring monthly fees associated with the system, including communication fees, management fees, connection and transaction fees, etc.					
Item Description	Interval	Unit	Unit Price	Quantity	Extended Price
Digital Iris - management software	Monthly	Each	\$45.00	84	\$3,780.00
Data Connect	Monthly	Each	\$20.00	84	\$1,680.00
*Digital Iris includes real-time credit card processing, real-time alerts and real-time reporting					
*Data Connect includes 2,000 transaction per month and \$0.02 per transaction overage					